

Apprenticeship Academy

Your application



North
Tyneside
Council

Where to apply

Our apprenticeships are posted on Northeast Jobs, usually between May and June, ready for a September start. Make an account and set up a notification to be alerted when a new posting is live.

Website: www.northeastjobs.org.uk

For any help or additional info, contact:

Jane Gray: Jane.Gray@northtyneside.gov.uk or 07968 380 208

Lesley Maughan: Lesley.Maughan@northtyneside.gov.uk or (0191) 643 1501

You can apply online via **Northeast Jobs** or ask us for a paper form. We don't accept CVs, but we will offer any support with the application.

We advise starting your application plenty of time before the position's closing date, to be sure that you can take your time completing the form and can contact us with any questions that may arise during the process.

Have a read through this leaflet of advice before starting your application. If you have any questions, don't hesitate to contact us.

Good luck!

Take your time, don't rush

Read the advert, job description, and person specification carefully

These will give you information on the tasks and learning you will undertake as part of the apprenticeship. The person specification will tell you the essential knowledge, qualifications, and skills you will need to be considered for the apprenticeship.

Show your enthusiasm for the apprenticeship

We don't expect you to have lots of work experience and skills, but we do want to see your enthusiasm and your potential to achieve. You can show this in your application by telling us about your achievements so far and how you think they matter to the apprenticeship.

Proof-read

Always read through and check your application before sending.

Sell yourself

The personal statement section of the application is the most important. Successful applications come from those who've given examples of how their personal attributes, experience, and skills match those in the job description and person specification. Don't worry if you think you're inexperienced. Instead, give examples that show how you're keen to learn and ready to work hard.

Most apprenticeships ask for certain key skills:

- **Communication, teamwork, literacy, numeracy**

North Tyneside Council apprenticeships are the same. We equally value other skills that can be applied to a workplace. For example:

- **Flexibility, motivation, enthusiasm, 'can do' approach**

Think about examples of how you demonstrated these qualities at home, at school, on work experience, or with a hobby.

Telling us something you've done: Give examples of the skills and qualities this shows	Telling us what you're good at: Give examples of what this could bring to the workplace
As a keen member of a local football team, it is important that we communicate constantly when on the pitch to make sure everyone can work together to win the game. I have been praised by the team captain for the way that I communicate on the pitch, saying that I am calm, motivational, and fair.	I feel I have very good communication skills as a member of a local football team, I am calm and clear when talking, and this will be helpful when communicating with customers.

Why work for North Tyneside Council?

Show you've looked into what North Tyneside Council does and include this within your personal statement. Be specific. Stand out from the crowd.

Your references

North Tyneside Council will contact your referee before we can offer you an apprenticeship. Follow the advice below when selecting your reference.

Who should act as your referee

This should be somebody who knows you and can talk positively about your suitability for the apprenticeship. This is most likely to be a teacher or employer. You can give the name of another adult you know as long as it's not a family member.

Referee contact details

Make sure you give us their full contact details including address, telephone, and email.

Inform your referee about the applications you have made

Make sure you've got your referees agreement for us to contact them and advise them of the applications you have made. This way they can be ready to reply promptly to any reference requests.

Keep track

Save copies of your applications

Save copies of your applications, especially if you've applied for several apprenticeships. If you are invited to an interview, we are likely to refer to things you've mentioned in your application form.

Check the post or email regularly

If you have provided us with an email address, we will contact you in this way. Alternatively, we may contact you via telephone (if provided) or in writing. Please remember to check your messages regularly – both voicemail and email.

Get some help

There are lots of people around you who can help with your applications. It's sensible to get advice from your Connexions adviser at school, sixth form. They are experienced and trained in helping with job applications and can spend time helping you draft and develop your applications.

Family members, teachers, mentors, key workers, and Job Centre advisers can also support you. While it's a good idea to get help, make sure your application is your own. Don't expect somebody else to do it for you.