

Apprentices Guide To Finding Employment

Shape

Your career

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www.shapetraining.co.uk

Care, Dental Nursing and Childcare Apprenticeships

Super CV

A good CV is essential when looking for an employer. Your CV promotes you by listing your qualifications, skills and experience.

Presentation

- * Type your CV up neatly in a 'smart' font such as Times New Roman or Tahoma
- * Make the layout clear and professional (see example)
- * You need to be positive, so emphasise achievements, strengths and success

Include

- * Contact Details: Your name, address, telephone numbers and email address
- * Personal Profile: Describe yourself by explaining about your hobbies, skills and experience that relate to the area of work you're applying for.
- * Qualifications & Certificates you have gained
- * Work experience: Include dates and put your most recent job first
- * References from 2 people who can provide a work or personal reference e.g. a teacher or a manager from a job (a family friend you babysit for counts as a manager) ask permission to put their contact details on your CV.

No work experience?

If you haven't got any work experience write about activities you do instead...

Activity	What to write about
Sport	Dedication, team and leadership skills
Youth Club	Activities you organise and take part in, social skills
Hobbies and Interests	Art: creative skills could be useful in the childcare sector Reading: when working with elderly this could be helpful Socialising: meeting people, good interpersonal skills

Talk about skills!

Communication– communicate effectively and relate well to others
Teamwork– contribute practically to help a team succeed
Problem Solving– work problems out logically to deal with them
Initiative— work effectively by setting targets and achieving them

Develop skills & gain experience

* voluntary work * part time job
* start a hobby/sport
The more skills and experience you have on your CV the better

Remember!

If an unknown number rings you it could be a possible employer. Speak clearly and politely, take note of who you spoke to and what they asked you to do.

'Yes this is _____ speaking'

'Could I ask who is calling please?'

'Sorry one moment I'll just get a pen to write this down'

'Thank you for ringing, bye'

Example CV

Sarah Smith

**20 Middlesbrough Road,
Middlesbrough,
TS3 8MM**

01642 123456 / 07777777777 / s.smith@email.com

Personal Profile

During School I had the opportunity to gain 1 week's work experience in a nursery, which I really enjoyed. I continued to develop my knowledge and skills by babysitting on a weekly basis. During this time I feel I have learnt new skills and gained confidence. My experience helped me decide on a career in childcare.

Skills

I was the captain of the school netball team for 2 years. This gave me the chance to learn about leadership and team skills. It has also given me confidence to express myself clearly and confidently in a group situation.

I babysit on weekends and when requested, I work additional hours during the week. Despite these added demands I still managed to complete my school work on time. I am good at prioritising my workload and believe that this skill will be very important in employment. I communicate well with the parents, informing them of how the children have been while they were out.

Education / Training

Middlesbrough Secondary School 2007– 2012

GCSEs:

Maths (C) , English (C), Computers (A) Science (E), PE (D), Geography (C), Business (B)

Achievements

Bronze Duke of Edinburgh Award 2011

Appointed captain of netball team 2010

Certificate for progression in Art and Design 2011

Employment history

Babysitter 2010 till present

Duties included:

- Preparing after school snacks
- Organising short activities such as drawing, reading and outside play
- Supervising them while they slept

Interests and activities

Art – drawing and creating a range of things.

Sports – playing netball in and outside of school time.

Cinema – meeting friends on a regular basis to watch sci-fi movies

Referees

Mrs Boss Tel: 01642 654321

1 Example Road

Middlesbrough

TS1 1EX

Parent of the child I babysit for.

Mr Learn Tel: 01642 78910 (school)

Middlesbrough School

Middlesbrough

TS4 4EX

School form tutor for 5 years

Cover Letter

You need to attach a cover letter to your CV, they are essential and explain to the employer what position you would like to apply for. As you are applying to be an apprentice you need to mention these main points in the letter.

* I have applied to do a Level___ apprenticeship in_____ at Shape Training

* To complete an apprenticeship I need to be employed for a minimum of 30 hours per week, the apprenticeship wage is £2.65 an hour (£2.68 from October 2013)

Where to look for employers

Internet– Search on job websites and company websites for vacancies.

Newspapers– Job vacancies are advertised in local papers.

(There is a job section in the Evening Gazette on Wednesdays)

Word of Mouth– If you know someone in the area of work you wish to work in, talk to them as they may know of a suitable vacancy.

Approach Employers– not all jobs are advertised so contact employers to ask about vacancies. Don't be shy, they are used to people asking questions.

What Next?

When an employer offers you an interview, find out the date, time and what you need to take. If you do not hear back from an employer, ring them and politely ask if they received your CV. Keep a list of who you have sent your CV to and what the outcomes are.

Smiles Dental Practice- *not taking on an apprentice*

High Street Dental-*Interview on 20th October*

Prepare for Interview

Getting invited to an interview means you've passed the first test. It is a good idea to prepare for the interview to make it a successful one.

Research– researching the company will give you confidence in the interview. Look on their company website to find out all about them.

Find out: what they do? who their customers are? what the job involves?

When you find out the answers, try to think about how your skills will match up to the job and the company.

Remember– take your CV, certificates and any other items they request

Image– Decide what to wear the day before, aim for a neat, clean and tidy look

Journey- plan and find out where to go, what bus to get, how long it takes etc.

Example Cover Letter

Sarah Smith
20 Middlesbrough Road
Middlesbrough
TS3 8MM

30th September 2012

Stepping Stones Nursery
12 Example Street
Middlesbrough
TS1 4DP

Dear Sir/ Madam,

My name is Sarah and I am 17 years old. I have recently been accepted onto a Level 2 Childcare Apprenticeship at Shape Training and I am looking for an employer to support me so that I may begin my training. As an apprentice I would be required to work a minimum of 30 hours a week and earn £2.65 an hour.

After researching your company, I found out about the range of techniques you use to help children's development which really interested me. I believe the skills I have developed through work experience and babysitting will transfer well into your nursery. I would love the opportunity to learn and expand my knowledge further.

I can make myself available any day for an interview. To arrange an interview please contact me on 01642 123456 or 07777777777.

I look forward to hearing from you.

Yours sincerely

Sarah Smith

These are just guidelines on how to word a cover letter, make sure you tell the truth when writing your own. More examples are available on Google.

Interview day

Give yourself plenty of time to get ready, check you have all the requested documents with you. Aim to arrive early, take note of the employer's number in case you are delayed. It is important to make a good first impression, this impression will be made in the first few minutes.

Tips

- * Enter the room confidently
- * Shake hands and introduce yourself
- * Smile, be polite and friendly
- * Keep good eye contact and positive body language
- * You will look interested if you ask questions as well as answering them
- * Avoid answering 'yes' and 'no'. Expand answers so they can get to know you
- * Speak clearly
- * Be positive, get your good points across and sell yourself

Common Questions & Good Answers!

Question	What to say
Why do you want to work here?	<ul style="list-style-type: none">* The company has a good reputation* It will give you the opportunity to do work that interests you* Any other relevant info on the company that you researched
What did you do in your last job?	<ul style="list-style-type: none">* Skills, duties & responsibilities that are relevant to the new job* How well you worked with staff and customers* If you haven't had a job, talk about other activities you do
What makes you right for the job?	<ul style="list-style-type: none">* Talk about how you will transfer your skills to the new job* Personal qualities that you would bring to the job
What are your strengths & weaknesses	<ul style="list-style-type: none">* <u>Strengths</u>– emphasise skills you are good at* <u>Weaknesses</u>– describe something you find difficult, then explain how you are trying to overcome this difficulty.
Why should we employ you?	<ul style="list-style-type: none">* Explain you are enthusiastic and willing to learn* Hardworking, reliable and capable
Do you have any questions?	<ul style="list-style-type: none">* Is there opportunity to progress within the company?* When will I be told the result of my interview?