

Applying to Gen2



Step 1 - Visit gen2.ac.uk and join our Talent Pool

Visit gen2.ac.uk and have a look at our current apprenticeship and training opportunities.

You can apply for as many vacancies as you like.

If there aren't any that meet your needs at the moment then you can submit a General Application for Engineering, Business Support or Teaching Assistant Apprenticeships or for a Step In2 programme. Once your application is ready, we'll make sure that it's available for employers to review.

Step 2 - Click Apply Now

If you've not already done so, you'll need to register.

Make sure you register with an email address that you can access regularly, as we'll be in touch to send you updates and vacancy information.

Please use your own email address rather than a parent/carer's email address or a school address. Remember, your potential employers will see your email address so make sure it's professional! Use your full name, if possible.

Need to change any of your details? Please let us know ASAP by emailing recruitment@gen2.ac.uk or call 01900 701 800

Step 3 - Complete your application form

Education Record: Please list all the qualifications you have achieved or are working towards. This includes their name, level and your actual or predicted grades.

Qualifications: Use this section for any other qualifications you want to tell us about. For example, First Aid training.

Employment/ Work Experience: Please tell us about all work placements and employment you have completed. Don't forget to include any unpaid work experience too. Include names of employers, how long you were there for, what your role was and the skills you have used in the role.

Skills, qualities and interests: This is the part where we want to hear about you - think of it as your personal statement. This is your opportunity to show employers that you're more than just your academic grades.

Some points to cover are:

- Why you're interested in an apprenticeship (rather than sixth form/college or university)
- The skills and qualities you currently have that are going to make you a great apprentice. Think about team working, communication, resilience, problem solving - and try to give examples of how you've developed these skills.
- Any clubs/hobbies or extra-curricular activities you participate in that could tell us more about you and why you would be a good fit for an apprenticeship.

We recommend that you write around 150-300 words to make sure you cover everything.

Trade Choice Explanation: Use this section to talk about why you're interested in the apprenticeship.

If you're applying for a specific apprenticeship vacancy, use the job description to help answer this section.

Think about:

- What excites you about the study area you're applying for ?
- Have you got any work experience that might help you?
- What other relevant experiences have you got?
- What life experiences have you had that you could talk about?
- What skills do you have that make you perfect for the apprenticeship?
- What plans and ambitions do you have for your future career?

For General Applications, if you want to choose more than one trade, please choose your first choice from the drop down box, but then explain why each trade interests you and what relevant skills/qualities you have.

Hobbies/Interests: Use this section to talk about any other activities you do. Your hobbies and interests show more about who you are as a person and can demonstrate lots of useful skills for an apprenticeship.

TOP TIP! Don't forget to check your spelling, punctuation and grammar. Make sure you've got capital letters in all the right places. Copy your text into Word and use the spelling and grammar check. Getting someone else to read over your application for you can also help make sure you've covered everything.

TOP TIP! Think about creating a portfolio to help you talk about your skills and experiences. This could include certificates of achievements, evidence of projects and hobbies or events that you have taken part in.

Step 4 - Wait for feedback

Before we make your application 'live' for employers, we'll check it over for you. Keep an eye on your emails for any updates and make any suggested edits as soon as you can.

Step 5 - Interviews

We'll be in touch to let you about interviews and next steps.

Good luck!