

# Finding an Apprenticeship via The National Apprenticeship Site

## Creating an account

To begin, head on over to [findapprenticeship.service.gov.uk](https://findapprenticeship.service.gov.uk)

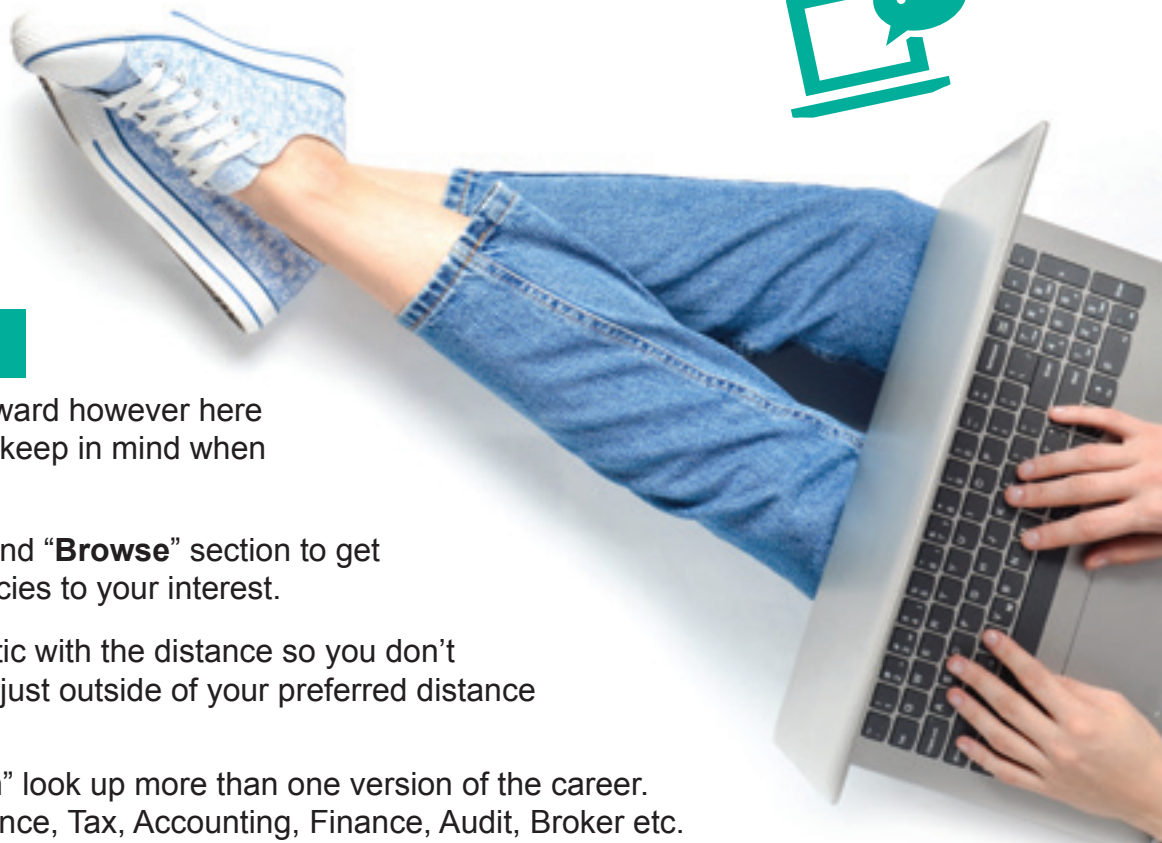
Make sure you have set aside plenty of time to create your account as this is just as important as your CV and will be seen by employers. Be sure to use a sensible email address as this is the first thing an employer will see when receiving your application. They will most likely contact you via phone so don't forget to also keep your voice mail professional too! All these small details could determine whether you are invited to an interview.



## For vacancies

This step is straight forward however here are some useful tips to keep in mind when searching.

- ✓ Use both “**Search**” and “**Browse**” section to get more tailored vacancies to your interest.
- ✓ Be flexible but realistic with the distance so you don't miss any vacancies just outside of your preferred distance of travel.
- ✓ When using “**Search**” look up more than one version of the career. For example; Insurance, Tax, Accounting, Finance, Audit, Broker etc.
- ✓ Use the map to make sure you can travel to the company easily so that you can arrive on time.





“What are your main strengths?”

## Tips on Applying

**Once you have found a few vacancies you can start applying.**

This is the most crucial step and needs to be correct. Remember you can save vacancies and come back to them when ready. But don't wait too long it is always best to apply ASAP. Companies are known to close applications early once they have enough candidates.

Read the vacancy details and make sure this is a job you can see yourself doing before applying. You also need to start thinking about how you can evidence the qualities the employer is looking for.

During the application process you will be answering questions such as “What are your main strengths?” This is your chance to let them know about all your strengths, work experience and achievements in school/college.

## I need help with my application

If you are 16-18 and are unemployed and need help re your next steps please call 0800 707 6384 or email [KeepInContactTeam@essex.gov.uk](mailto:KeepInContactTeam@essex.gov.uk) and we can help you with CV, interviews and application advice. We are a free service and our aim is to help as many school leavers secure an apprenticeship as possible so don't be afraid to contact us!

**[apprenticeships@essex.gov.uk](mailto:apprenticeships@essex.gov.uk)**