

Applying for an Apprenticeship

Information sheet

Please complete the A2E workshop feedback [here](#)

FOR ALL WEST LOTHIAN COUNCIL APPRENTICESHIP APPLICATIONS
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www.myjobscotland.gov.uk

What information do I need?

- Your personal contact information / email / Address & postcode/ Tel. number
- Work History if relevant
- Any training or qualifications including dates / level
- References x 2 Professional & Personal. (Name / Address / Number / Role / Company)

ANSWERS TO PREPARE IN ADVANCE : *below are the exact questions on the application*

Q. Why are you applying for this type of training?

I would like to apply for this type of...

Q. What do you enjoy doing in your spare time?

In my spare time I enjoy..

Q. Please give further information that will help your application? E.g. give examples of practical tasks or projects you have undertaken (alone or with others). Describe the task, what did you learn, how does it apply to this application? *At present I am on a trades programme with West Lothian College Services. The programme has given me the opportunity to attend college one day per week to gain skills that will allow me to progress with my chosen career as a plumber. I have also had work experience in a builders merchant which has shown me the range of jobs within construction.*

Although I have had experience working with trades people I am keen to progress and become a qualified plumber. I have gained essential knowledge of working within the construction sector and the importance of being a reliable and proactive member of a team. Some of the skills I have gained and the tasks I have been involved in:

- *Observed work relating to the installation, alteration, maintenance and repair of piping for gas, potable water, plumbing, heating and drainage systems.*
- *Supported trades people who were installing or repairing plumbing equipment and accessories.*
- *Cleared working environment after jobs including, heavy valves, piping and fixtures.*
- *Adhered to all health and safety procedures and ensured PPE was worn at all times.*

Q. What are your strengths? Give an example where you have worked as part of a team? What makes you a good team player?

I consider myself to be...

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ACCESS2EMPLOYMENT share local vacancies on a weekly basis. If you would like these sent direct to you each week, please enter your email address for up to date jobs and apprenticeships in your area.

****[A2E JOBS BULLETIN SIGN UP - CLICK HERE](#)****

WEBSITES

Visit - Apprenticeship.scot [CLICK HERE](#)

Top Tips

- **Remember you can use the question to start your answer..**
- **Don't be afraid to highlight what you can do, sell yourself and be confident in your achievements.**
- **Read job descriptions fully, highlight / bold any key skills required and incorporate these into your application.**
- **Always check your application prior to submitting. Ask an A2E Advisor to review this for you to ensure no spelling or grammar errors.**