



Hints and tips for applying for a CTI apprenticeship at Notting Hill Housing

As part of our recruitment process, we will ask you to complete a short application form. If you are successful at this stage, you will later be invited to do some assessments and finally, to attend an interview. We use these steps to try to find out why you are interested in the role you're applying for and what skills you will bring to it. They also help us to find out more about you so we can make sure that you and the role are right for each other.

The recruitment process is your time to shine and to really show us what you can do, however, many people feel nervous about completing application forms or attending assessments/interview and aren't sure how to approach them, so we've put together this guide to help make it a bit easier.

Things to consider before applying

- Make sure you read about Notting Hill Housing (NHH) on our website, so you can be sure that we are an organisation you'd like to work for.
- Do some research on the apprenticeships we're offering, so you know that this is the route you want to take.
- Consider how you will balance the commitments of both working and studying for your apprenticeship at the same time.

The application form

As the first stage in the process you will be asked to complete an application form. We'll ask for some basic information about you and give you an opportunity to provide us with details of any education and employment history. We also want to find out why you are interested in gaining an apprenticeship with us and what skills you will bring to the role. The following may be helpful when you are completing your application form:

- make sure you are clear about the exact dates that you gained any relevant qualifications, such as GCSEs, and the dates of any work experience you have done;
- take your time and think about the message you want to get across. Once you've finished writing, make sure this message is clear in what you've written;
- check for spelling, punctuation and grammar. Sometimes it helps to ask a friend or relative to read what you've written, as they may notice mistakes that you have missed;
- check your language to make sure you have used standard English instead of slang words;
- allow yourself enough time to read through your completed application form before submitting it to us;





- if you are completing a paper application form, make sure your writing can be easily read by someone else. This includes making sure it's written in ink that isn't too light and won't smudge in the post.

After the deadline for applications closes, we'll read through your application form and will let you know whether we would like you to complete the next stage in our selection process.

Other assessments/interviews

For some roles, we ask applicants to come in to our office to take part in group exercises or individual tests. These will vary depending on the role, but all of them are designed to help us find out more about you and the way you work. These assessments are not something you can prepare for in advance, but we will send you full details of where you need to be and when.

If you are successful in the assessments, you will have an interview with two current members of staff.

To help you perform at your best in the assessments and at interview:

- make sure you arrive at least ten minutes early. If you have to rush, you may become flustered or stressed and not perform at your best;
- wear something you feel comfortable in, so you can be as relaxed as possible;
- be prepared to answer questions on why you are interested in the role and in working for NHH;
- go back over your application form to remind yourself what skills and experience you will bring to the role. This will make you feel more confident and you'll be more prepared to answer questions at interview.
- you cannot "revise" for the assessments; the best way to prepare is by trying to relax and take each exercise as it comes.
- don't worry about giving the "perfect" answer in any exercises or interview. Answer questions honestly and be yourself- we want to see the real you.
- don't worry if you find some of the questions or tasks difficult. An apprenticeship is about learning alongside work, so we are not expecting you to know how to do everything when you start.

Transferrable skills

Many skills acquired in one area of life can be applied to the world of work. Even if you have little or no work experience, you are likely to have developed valuable skills through other things you've been involved in. You can draw on experiences you have had in many different areas of life:





- helping to organise events with your church or local community group;
- involvement with your/your child's school, such as helping at a summer fair;
- involvement with organisations such as Scouts or Guides;
- playing or coaching sports, or organising sports events;
- voluntary work – a whole range of activities;
- playing in or helping to organise a band;
- teaching or training others informally, for example teaching someone how to play a musical instrument.

