

Hays Travel Apprentice Programme

At Hays Travel, we pride ourselves on the success of our Apprenticeship programme, with many of our apprentices progressing into senior management roles.

Our Apprenticeship programme is operated internally by our award winning, experienced and accredited training centre and is designed to give you the chance further your learning and development, giving you the tools you need for your first steps towards the career of your choice.

Apprenticeships are an excellent way of transitioning from school, gaining qualifications as well as workplace experience. You will earn as you learn, build up knowledge and gain practical skills from the workplace whilst working towards an NVQ which is a nationally recognised qualification.

These hints and tips are designed to provide you with valuable advice about the application process that will really help your application to stand out and hopefully get you through to the interview stage of the process.

We hope you find this information useful and wish you every success in securing a position on our Apprenticeship programme.

So... take a few minutes to read through some of our hints and tips. It won't take long AND it may make a big difference to your application.

When applying for a position on the Apprenticeship programme you will be required to complete an application form as CV's will not be accepted for these positions.

Our application form allows you to tell us why you are the perfect candidate for the position and why we should invite you in for an interview as well as giving you the chance to show off your written and communication skills. When you apply, you are competing against hundreds of other applicants so it is very important that your application makes a good impression and really stands out.

The process was easy and straight forward. It allowed me to actually think and prepare within the different stages of the process without having to rush. I could take my time and be fully prepared for each stage, making sure I've put my all into it. – Sarah Worrall, Internal Audit department.

I found the process of completing the application form fairly easy. I had spoken to my teacher about it for some tips of what to include and asked him to read it before I sent it in to make sure it sounded ok, as he dealt with university application forms in the past. – India Thompson, Hexham branch.

Personal & Contact Details

When providing contact details please try and be as clear and as accurate as possible.

Please provide at least 1 contact number that you don't plan to change within the following few months in case we need to contact you to discuss your application. If we have an incorrect number – you may never know you were invited for an interview! If you do change any details, just give us a call and we can amend your application, there is no need to re submit the application.

It may be a good idea to review your voicemail message to ensure that it is appropriate should a prospective employer try to call you.



Use an email account that you can access straight away as the majority of our correspondence is made via email, please also be mindful to use a sensible email address, many candidates have email addresses that are very inappropriate and may be stopped by our IT security due to unacceptable content.

Remember – first impressions with employers count, an inappropriate email address can stand out more on an application than a fantastic personal statement. It only takes ten minutes to set up a new email address should you need too e.g. joe.bloggs@googlemail.com.

Education & Training History

Include all of your subjects and grades achieved or if you have not yet received your qualifications please state your predicted grades if you haven't sat your exams yet.

Remember to include ALL qualifications Include any other qualifications or grades that you have achieved i.e. sport, music, dance, drama, Duke of Edinburgh, Asdan, St Johns Ambulance etc, not just GCSEs or your most recent ones, make sure you include details of where and when if possible

Candidates should preferably have GCSE grades A* - C in Maths & English but don't worry if you haven't achieved these. You can still apply for a position on the programme however it does mean that you should be prepared to work towards achieving functional skills within the duration of the Apprenticeship framework.

Work Experience/Employment History

Work experience is valuable and we want to know what you have done and what you have gained from this whether this has been paid or unpaid, as an employee or a volunteer, or a work experience placement through school – tell us everything as you never know what may be relevant!

Make sure you complete all of the necessary fields; if you can't remember the exact dates please be approximate.

References

Ideally your referees should be people who know you well, preferably from a professional or academic point of view. References cannot be from a family member.

Depending on how long ago you left education, your first referee will be academic so this would be your form or subject teacher/lecturer. As well as being able to comment on your academic results they should know you well enough to be able to comment on your personal attributes as well.

Your second referee should be an employer. Alternatively it could be someone working in a professional position such as a banker, teacher, doctor etc. Otherwise it may be another form or subject teacher/lecturer or someone who has supervised you in some way i.e. youth group leader, sports coach for a team you've played for, supervisor of voluntary work etc.

Personal Statement

This is the most important part of your application! It is your opportunity to sell yourself, to tell us how you are the best person for the job and what skills and experience you have that make you stand out from anyone else!

As a starting point, read through the job description and identify the skills and attributes that are required for the role as well as any information about the tasks that the role may involve, you may even want to visit your local store to ask a member of staff what they think it takes to become a Travel Consultant.

Then focus on tasks that you have undertaken, think about the skills and attributes that it required and how you can transfer those into those that may be relevant to the role you are applying for. This does not have to

be tasks only related to employment, think of examples from your experience at school, college or work experience placements just make sure it is relevant.

Your application can be supported by including examples of your skills and personal qualities in your application. For example, asking for 'good communication skills' tell us how they are good and tell us about a time you have demonstrated that skill, you don't have to do it for each and every skill and attribute you mention but it is worth expanding on the most important ones.

If you are not sure about what to write about yourself or are unsure of what you may have, ask a friend, family member or a teacher to list your three best qualities to get an idea and pick out those that you think are the most relevant to the job role and expand on them.

Think about why you want an apprenticeship? Why you think you would be good at your chosen apprenticeship? Why have you chosen an apprenticeship rather than any other job vacancy? What attracted you to the Hays Travel Apprentice programme specifically?

Our application forms don't ask you for your hobbies and interests however if you do want to mention them use it to demonstrate qualities that are relevant to the role. Remember your application form creates an impression of the kind of person you are. It is likely that if you are invited in for an interview, the interviewer may use this section to start up the conversation to make you feel more comfortable.

I personally really liked the layout of applying for the apprenticeship. This is because the form I had to fill out asked the right questions in order for me to fill it out effectively and to tell the company a bit about me, my skills and interests – Emma Nelson, Richard Wallace branch.

What happens next...

Please use this helpful checklist before submitting your application;

Are you 100% happy with your application?	✓	X
Have you checked your application for spelling, grammar and punctuation?		
Have you read over the application and checked for typing errors?		
Do all the sentences and paragraphs make sense?		
Asked a friend or a relative to check your application form?		
Have answered all questions?		
Have you got a copy of what you have wrote on your application, should you need to refer back to it?		
Is there anything you have forgot to add?		

If you are applying at the very beginning of the recruitment process, it can feel like a very long time until we contact you with the outcome of your application as the vacancies do not close until March. After the closing date, we then need to shortlist the applications we have received, this can take a long time due to the volume of applications. By April, you will know whether you have been unsuccessful or invited to an assessment day.

I found the process from completing the application form to being invited in for the assessment day a suitable time to wait as I had a feeling that there would be a large amount of applicants as I read there was the previous year! – Teagan Adams, Seaham.