

## **Welcome to Our Hints and Tips for a Successful Application!**

We understand that applying for an apprenticeship or job can feel like a big step, and we want to support you through the process. This guide provides practical advice to help you present your best self and make a strong impression. Whether you're crafting your application, preparing for an interview, or simply looking to stand out, these tips will set you on the right path to success. Let's get started!

### **1. Completing the Application: Set the Foundation**

#### **Read Before You Write**

- Carefully review all the questions on the application before starting your responses.

#### **Complete Every Section**

- If a section doesn't apply to you, write 'N/A' instead of leaving it blank.

#### **Match Your Experience to the Role**

- Study the job description and highlight experiences or skills that align with the responsibilities.

#### **Check Before Sending**

- Ask someone you trust to read your application before you send it.

### **2. Prepare Before Your Interview**

#### **Do Your Homework**

Research the company, by doing a bit of research into Futamura, you can show you are genuinely interested in working here. Look for recent updates on our website, LinkedIn, or Facebook page. Knowing something current can spark a great conversation and show your attention to detail.

#### **Reflect on Your Experiences**

Think about your personal or professional experiences that demonstrate skills relevant to the role. For example, a hobby can reveal a lot about your potential professional qualities. Think about what makes you passionate about a career in your chosen area. So the fact you like solving puzzles, building Lego or helping a relative with fixing engines can help to demonstrate your keen interest in an engineering discipline.

#### **Practice Makes Perfect**

Rehearse with a family member or friend. It might feel awkward at first, but practicing helps you build confidence and polish your answers.

### 3. The Day of the Interview

#### **Make a Strong First Impression**

- Arrive early
- Be comfortable but dress appropriately. Dress code is smart casual clothes - this means wearing clothing that is neat and professional, but not as formal as business attire.
- Greet your interviewer(s) with a smile.
- Maintain an open posture and stay relaxed.

#### **Speak with Confidence**

- Use clear, polite, and professional language. Avoid swearing or speaking negatively about past employers.
- If you need a moment to think before answering, let the interviewer know. Take your time to pause and gather your thoughts.
- If you're unsure about a question, feel free to ask the interviewer to repeat or rephrase it.

#### **Be Mindful of Body Language**

- Sit or stand with a calm, open posture.
- Maintain natural eye contact to show attentiveness.
- If you're nervous, focus on staying approachable and engaged.

### 4. Practice Common Questions

#### Prepare answers to these common interview questions:


- Why are you interested in this role/apprenticeship?
- Why do you want to work for this company?
- What are your career aspirations?
- What are your key strengths?

### 5. Use the STAR Method to Answer Questions

★ STAR is a method you can use to prepare for interviews. It helps you think about a question and structure how you answer the question:

- **S**ituation – Describe the situation and when it took place.
- **T**ask – Explain the task you were given to do and what the goal was.
- **A**ction – Provide details about the action you took.
- **R**esult – What happened as a result of your action and what have you learned from the experience.

## 6. Be Ready to Ask Questions

 When given the chance, ask the interviewer thoughtful questions. This shows your genuine interest in the role. Here are some examples:

- What does a typical day in this role look like?
  - Are there opportunities for progression?
  - Is there anything you'd like me to expand on?
  - What are the next steps?
- 

## 7. After the Interview


### Reflect and Follow Up


Regardless of the outcome, interviews are valuable experiences to build your skills. Consider sending a thank-you email to the interviewer, expressing appreciation for the opportunity.


---

### Remember:

- **Interviews are conversations, not interrogations!**
- **Stay positive and show your eagerness to learn.**
- **Your journey is just beginning—each step gets you closer to your goal.**

 **Tip:** Review the job description and apprenticeship course before your interview to show you understand the role.

 **Tip:** Prepare some prompts or key points in advance and bring them with you. These can help guide you if you find yourself struggling to answer a question during the interview.

 **Tip:** If you require any reasonable adjustments during the recruitment process, please let us know. We understand that requesting accommodations can feel daunting, but we are here to support you. Every applicant is unique, and we want to ensure you have the best opportunity to showcase your abilities.

**Good luck—you've got this!** 