

Healthcare

Apprenticeships

Apprenticeship Tips

6 tips for applying for your
next job

<https://haso.skillsforhealth.org.uk/>



Next Steps..

Healthcare
Apprenticeships

You've successfully completed your apprenticeship. It's worth considering what your next steps should be

There are a number of options:

- Apply for a full time job
- Apply for a more advanced apprenticeship
- Undertake full time study
- Apply for part time work or volunteering

Websites such as [Health Careers](#) and [National Careers Service](#) have a variety of resources to help you consider your next steps.



Tip 2



Search for Jobs

Approach your current employer to clarify if there are open vacancies.

Check with your HR department or Line Manager about how to apply for internal vacancies.

If a suitable internal vacancy arises, check that you fulfil the requirements. Research the role in more detail.

If you require further information approach the listed contact.

CVs

Even though lots of NHS jobs use application forms rather than CVs it is a good idea to have a CV that outlines all your achievements as this will help you when completing application forms.



Applications

The STAR acronym may also help you to plan your answers to interview questions, Situation, Task, my Actions, Results.

Websites such as [NHS Jobs](#) and gov.uk's [Job Help Website](#) give tips on completing a CV and application forms as well as many of the job board sites.

Tip 3

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Application and CVs

There are a large variety of places that you can search for jobs.

- [NHS Jobs](#)
- [Gov.uk – Find a Job Service](#)
- Job Board sites such as [CV library](#), [Indeed](#), [Reed](#), [Monster](#) and various others.
- Local and national press
- Employer websites
- [LinkedIn](#) and other social media

Or if you're thinking of applying for a another apprenticeship, you can search [here](#) for all the apprenticeships available in healthcare.

Feedback

Ask your manager for feedback on your strengths and weaknesses. This will help you with your job applications.

Get feedback on your CV and application. Have a chat with your manager about career development.





Job Hunting Advice



Email and Voicemail

Make sure to have a professional email address available to use and have your voicemail set up so that a potential employer can leave a message and will know it is you.



Spell Check and Grammar

Ensure to spell check all applications and documents to ensure accuracy. Get someone you trust to check the application for you.



Planning

Plan out your job search in steps. Set aside time for specific tasks. Complete the application with plenty of time to spare.



Other Experience

Take any hobbies, volunteer work or other experience into consideration when completing applications.



If you are unsure of anything, pick up the phone and ask for an informal chat with the potential employer.



References

Approach your referees before applying for any roles to ensure that they are happy to be contacted.

If there is someone from your apprenticeship that is happy to be a reference this would be helpful.

Ensure that you have the correct contact details for each reference.

Check if you need to bring any other documents or information to an interview such as proof of qualifications achieved or ID.

Tip 6



Interviews

- 1** Prepare for your interview beforehand. Pick out an appropriate outfit
- 2** Research the organisation and the role in detail and the department in which you will be based
- 3** For remote interviews, it is worth familiarising yourself with the most popular platforms (Zoom, Microsoft teams, Skype)
- 4** For face-to-face interviews look up the address and plan your journey
- 5** Think of potential questions your interviewer might ask and have prepared answers. Practice in front of someone you trust and ask for feedback

Good Luck!

"Life is better with an apprentice"

