

Completing the Apprenticeship Application

We want to recruit the best person for each job and we use a competency based process to help us do so. This process asks for more than a Curriculum Vitae (CV) and seeks to find out more about your skills.

When completing the application form, you should demonstrate that you have the skills (through your employed, domestic or academic life) that we are looking for in the Person Specification element of the job description. You should;

- Address all essential and desirable elements of the person specification with a specific example of competence in that area. Use Headings that reflect the competencies asked for in the person specification to assist the Board members when they are reviewing your application.
- Write out the examples for each competency in the person specification. For example – it is not enough to say 'I am a real team player'. You need to demonstrate that you have the specific skills we are asking for in the person specification by giving examples of when you used those skills.
- Keep it simple. If you can clearly show competence for several indicators in one example, do so. Do not try to elaborate your examples with flowery speech.
- Ensure you address all essential elements of the person specification. Remember the board members considering your application can only make a decision based on the evidence you provide in your application.
- Consider using the CAR acronym to outline the examples you use in your application:
 - Context - Describe the task in general terms
 - Action - What action did YOU take not just what the group accomplished
 - Result - What results did you achieve/what did you learn from the experience

Apprentice Testimonials

"I think it is important to tailor your answers to the job's 'person specification'. Don't be afraid to promote yourself, try to summarise the best examples from your life's experiences, and make sure it's easy to read and understand."

Heather Forbes - Apprentice, Inverness Ross and Skye District

"It has been an absolutely fantastic experience! If your application is sitting in draft because you're unsure, get round to getting it done. I gained valuable experience across most facets of forestry from talking with MP's, brush cutting trails, environmental pre ops, health & safety, planting ETC ETC of course you get quite an abundance of training & certification which in turn has helped me secure a permanent position in the forestry as a Work Supervisor. It has been an incredible two years & actually felt like a fairytale at first. There's more to forestry than just sticking a tree in the ground, it takes a great team too make it grow."

James Tindall - HM/FM Works Supervisor - North Highland Forest District