



# THE APPRENTICESHIP APPLICATION PROCESS

Gi Group UK



# HOW CAN YOU APPLY

- Birmingham 2022 jobs site:

<https://www.birmingham2022.com/jobs>

- Social media – LinkedIn, Facebook, Instagram and Twitter

**The application process is an online form – a CV and cover letter will not be required.**



# STAGES OF THE APPLICATION PROCESS – STAGE 1

- Completion/ entry of your personal information, for example:
  - Name
  - Contact details
  - Date of birth
  - Information for the monitoring of equality and diversity



## STAGES OF THE APPLICATION PROCESS – STAGE 2

- Unlike other roles at Birmingham 2022, there are a number of eligibility criteria that you must meet. Stage 2 asks you some questions to check you are eligible. For example:
  - Will you be aged 18 or over by the start date?
  - Do you live in England?
  - Information on your academic qualifications



## STAGES OF THE APPLICATION PROCESS – STAGE 3

- To save you time and effort, you will only progress through to stage 3 if your answers to stage 2 mean you are eligible.
- Stage 3 of the application process is a total of 5 questions that help us to get to know you and why you want to work for Birmingham 2022.  
These questions include asking you things about:
  - Teamwork
  - Your interests and hobbies
  - Why you are interested in this role

# TIPS FOR A GREAT APPLICATION

- Talk about past/ present voluntary or paid experience
- Make your application easy to read and understand
- Make good use of your hobbies and interests
- Ensure you have perfect spelling and grammar
- Display passion and enthusiasm about the opportunity and the Games
- Leave no blanks on your application and complete all questions

# AFTER YOU HAVE APPLIED

- After the closing date of the job advert, our recruitment team will review everybody's application. They will then:
  - Notify you if your application has been unsuccessful

Or

- Notify you that you have been selected for an interview



# INTERVIEW PROCESS

- If you have been selected for an interview, the recruitment team will help you arrange a suitable time and date.
- Due to the ongoing pandemic, the recruitment team will most likely help you in setting up a video interview using an application called Microsoft Teams.
- This interview will include a panel of at least 2 people from Birmingham 2022 and their aim will be to give you as much opportunity to show why you are suitable for our apprenticeship.

Please note: if you are selected for an interview, we have help and tips available to assist you on our website.

# INTERVIEW PROCESS - ASSESSMENT

- You will have an initial assessment where you will be asked some questions about any previous experience – this will help shape any support you may need throughout your Apprenticeship
- You will be asked to provide certificates for your English and maths qualifications

# AFTER YOUR INTERVIEW

- As soon as possible after your interview, the recruitment team will let you know if you have been successful in your job application.

## **If you are successful:**

- The recruitment and HR teams will be in constant contact with you to talk you through the next steps in joining Birmingham 2022.

## **If you are unsuccessful:**

- The recruitment team will make sure you have detailed feedback on your interview to help you prepare for future job applications with Birmingham 2022 or other companies.