

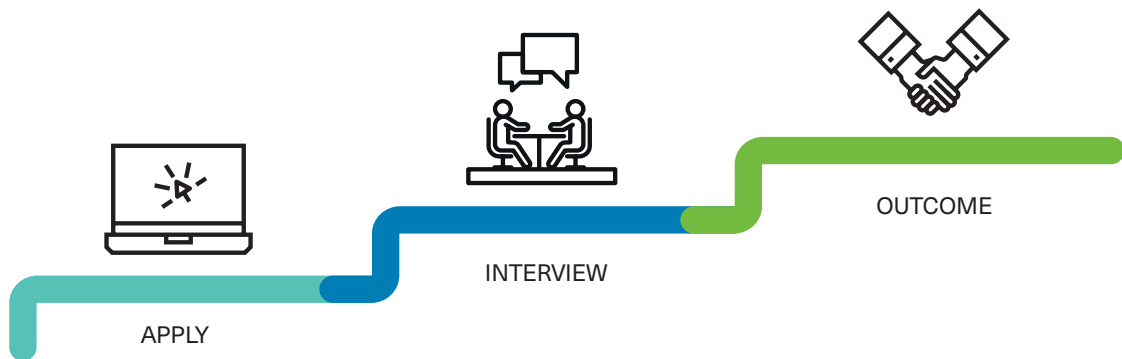
CUNDALL

PROCESS

Apprentice Application

Apprentice application process

Find out more about our three step apprentice recruitment process. This includes useful hints and tips so you can prepare yourself for each stage.



Application

- Review the available apprentice positions via our early careers page <https://www.cundall.com/careers/early-careers/roles> and apply for the one that is most relevant to you.
- We have a set number of roles across the different offices, apply to one role that is your most preferred location. There will be an opportunity to list your second preference in the application form.
- Apply to the role as soon as you can.
- You will have to submit your CV and answer a few application questions. Ensure your CV is up to date with qualifications, work experience and any relevant information that relates to the job you are applying for.
- If you have limited work experience, highlight on your CV any training courses, webinars, short term work experience or volunteering roles.
- Research the company. When answering the application questions, it is important to link it to Cundall as it shows you are interested in the company and understand the type of business you could be working for.
- Answer the application questions, if you do not answer them, it could impact your progression.
- When completing the application questions refer back to Cundall's values and strategies such as Zero Carbon Design.
- Proofread your cover letter and CV. Attention to detail is key.
- Speak to your careers coach who can help advise on any improvements that may be needed to your CV.

Interview

- Your interview will be held face to face, if this cannot be accommodated then you may have an online teams call.
- Ensure you arrive five/ten minutes early and have researched the role and company.
- To start off with, the interviewer will introduce themselves and run through the process. Your interview may last a maximum of one hour.
- When interviewing, use [the STAR method](#), which you can find online, to help prepare.
- Answer questions relating to your personal experiences, this could be anything from work, studying, volunteering or travelling. Link these examples to skills you have gained that can be applied to the role.
- Be confident in your responses, the interviewers are genuinely interested in what you have to say and keen to find out why you want to forge a career in engineering. Showcase your passion and talk about your experiences!
- Stay hydrated, ensure you have a drink with you and don't be afraid to take a pause before answering questions.
- Ask questions. This is your opportunity to find out as much as you can and ensure you can see yourself working here.

Outcome

Once all interviews have taken place a member of the resourcing team will be in touch to provide feedback.

