

Notes for completing the Career Encode application form.

The Career Encode Higher Level Apprenticeship is made up of two parts. You must have a job with an employer, and you must also be accepted onto a Higher Level Apprenticeship course at your local college.

This is one part of the Higher Level Apprenticeship application process - this is the part that will help to get you your job. This form is where you really sell yourself to a prospective employer. **Take your time, check your spelling and grammar, and please give us all the detail that you can.**

We take your privacy seriously. We will keep this information on file until the end of the next academic year. We will use the information you provide to keep you informed about your application. **We may pass your details to prospective employers to help with their selection process.**

Please allow 15 minutes to complete the form. These notes explain the form to you, and how to complete it.

The steps

We need this information to contact you about your application.
After you apply, we will contact you about three key dates in the Career Encode programme.

Step 1: Get to know us!



In February, you will be invited to an Open Night to meet with prospective employers. This is an opportunity for you to find out more about the work that each company does, and the types of roles that they have on offer. This will help you to decide which companies will suit you best. Details of our Open Night will be posted on the News section of our site, on our Facebook and will be emailed to you as an applicant.

Step 2: Start making choices!



After the closing date, we will invite you to an Assessment Centre. This is will be the first step in your interview process. This will be a morning where you will meet Career Encode companies, and they all get to meet you. Career Encode companies will use the Assessment Centre to shortlist for interviews, and you decide which companies you want to meet for interview.

Step 3: Meet us properly!



You will be invited to a job interview after your assessment centre. You may be offered a job after interview.

Section 1. Your Details

In this section, we ask you for your name, address and contact details so that we can keep you up to date with your application. After you apply, you won't hear anything from us until January when we arrange our Open Nights.

We'd like to make you aware of one important question in this section:

Question 4. *Do you have a driving license, or are you planning to take your test?*

You do not have to be able to drive to apply to Career Encode. Please be aware however that some employers do not have a public transport option nearby. When you decide which employer you'd like to work for, please make sure that you have a way of getting to work every day.

Section 2. Your Education

We'd like to know about your studies so far. Your academic results are just one of the things that Career Encode members consider when assessing your application. We are interested in you as a person and how you will fit in at our company.

In order to achieve a place on the course, you will also need to meet the entry criteria for the course. Check with your chosen college what the entry criteria are to make sure that you qualify. As an example, you need a minimum of Grade C in English and Maths to be accepted onto the Foundation Degree Course.

You will be asked to bring your GCSE certificates if you are invited to interview later in the Career Encode application process.

In this section, we'll ask you the following questions:

Question 7. Please tell us what school or college that you attend now. If you've already left, then please tell us where you attended, and what date you left.

Question 8. Please provide us with your GCSE grades. Please list your subjects and your grade in each one.

Question 9. If you are leaving school or college this year, please provide us with your predicted grades at BTEC or A-Level. If you have already completed BTEC or A-Levels please provide us with your grades. Please list each subject and your grade in each one.

Section 3. Your Experience

We want to know about you and what makes you tick! Please tell us about any work experience that you have had, whether paid or voluntary. If you have had more than one job, list each job here.

Question 10. Please provide a list of your employer names, dates that you worked, what your job role was (or is, if you still work there) and any other information.

Question 11. Awards and achievements. If you have won any awards, or completed any programmes, please tell us about them here.

Question 12. Hobbies and interests. We want to know what makes you tick. Tell us what you enjoy here.

Question 13. Other information. If there is anything else that you'd like to tell us, please let us know here. You can complete any other information here that you think an employer might like to know about you.

Section 4. **Your Academic Course**

Question 14. What college have you applied to for your Foundation Degree? Please tell us where you've applied for your academic degree.

At the moment, we work with:

Northern Regional College, where the Higher Level Apprenticeship in Computing is delivered on the Ballymena Campus

North West Regional College, where the Higher Level Apprenticeship is delivered on the Strand Road Campus in Derry~Londonderry

South West College, where the Higher Level Apprenticeship in Computing is delivered in Dungannon and Omagh.

Question 15. Please let us know if you give us permission to contact the college about your application? There may be times when it is helpful for us to know details of your application to your chosen college(s).

*Thank you for your interest in Career Encode!
We wish you every success with your application, and look forward to meeting you!*