

Online Application - Apprentice

Transcription

Hi, my name is Hannah and I am part of the Student Recruitment team at KPMG, hopefully you have now found the programme and office location that you want to apply to so I am here to provide you with a few hints and tips to help you complete a successful application.

The application form is the first stage of the recruitment process and is an opportunity for you to share some information about yourself.

You are not required to submit a CV and instead will provide details including your academic attainment and any work experience that you may have, this allows us to assess you fairly against our entry criteria before we progress you to further stages of the application process.

Just as a reminder, you can only make one application per intake year and we will not be able to change the programme or location you have applied to during the application process - so please ensure that you have looked at all of the options available. If you are still undecided our careers website has lots of information on our various business areas, including people profiles of our apprentices, that will help you gain a full understanding of what a career could look like on your chosen programme.

We recommend setting aside 60 minutes to complete the application form, to help you complete it accurately please ensure you have the following information to hand:

- 1. Firstly, we will need your GCSE qualifications or equivalents. These are typically attained mid high school between the ages of 14-16 and could be in the form of a high school Diploma/Leaving Certificate or for our Scottish students your National 5 qualifications.
- 2. We will then need your A level qualifications, predicated A Level qualifications or equivalents, we require your top 3 in order to assess your application. These are typically attained in senior high school between the ages of 16-18 and could be in the form of an International Baccalaureate Higher Level, High School Diploma, Leaving Certificate, or Highers/Advanced Highers for Scottish students. Please note we do not accept General Studies A level qualifications.
- 3. You will have the opportunity to let us know about any work experience you may have. This could be full time, part time or voluntary work in any area or in things such as charities, retail or hospitality. Don't worry if you haven't had any work experience – we know this is hard to come by.
- 4. Make us aware if you have studied a previous professional qualification or if you have studied all or part of any undergraduate degree. If you have completed a professional qualification, an undergraduate degree or any part of an undergraduate degree contact the Student Recruitment team before starting your application and we can advise which programmes you may be eligible for.
- 5. Please make us aware if you have any mitigating circumstances that have affected your academic performance to date, it is important that we have this information so that we can make a fair assessment of your application;

- 6. If you are applying to our apprenticeship programmes please be aware that Tier 2 visas cannot be obtained for those who do not have right to work in the UK under current UK immigration laws.

Once we have all of this information you will be asked to provide written responses to three application questions. These questions will assess you specifically against three of the KPMG strengths - 'Career Motivation', 'Critical Thinker' and 'Communicates Effectively'. We advise that you spend some time planning your answers to these questions before uploading onto your application form. You can find more information on these on the 'How to Apply' pages on our website

Once we receive your application we will review it as a whole; taking into account not only your academics, but your answers to the online application questions.

Our top tip is to be thorough – while we encourage early applications please make sure you give sufficient time and attention to ensure that your online application is accurate. Finally, remember that if you are made an offer with us we will check details against your application, including academic certificates, so it is important to demonstrate our values and answer with integrity.

If you have any questions remember you can contact us via email apprenticeships@KPMG.co.uk or give us a call on 0800 328 5764.

Good luck

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