

Tips for your application

As a multi-award-winning apprentice employer, we provide the perfect platform to kickstart your career with the AJ Bell Academy.

The tips and support on this page will help you to stand out and **feel positive** about your application.

Stage 1



In the initial phase of your application, we ask you to submit a CV and covering letter. In your covering letter be sure to tell us why you want to do an apprenticeship with the AJ Bell Academy. Things you might want to tell us about on your CV:

- Any work experience.
- Extracurricular activities.
- Exam grades (including predicted where necessary).

Ask tutors, family, or friends to read over your CV and covering letter for spelling and punctuation before submitting.

Stage 2



If you are successful at stage one, we will invite you to a telephone interview. This is an opportunity for you to tell us a bit more about yourself. It's a chance for us to understand what motivates you to pursue your chosen apprenticeship path. If you have any burning questions this is the perfect opportunity to ask! It's also your chance to tell us what you know about us, and why you feel excited about joining the AJ Bell Academy.

Stage 3



If you are successful at telephone interview stage, you'll be invited to an assessment day at our offices in Exchange Quay. Before attending the day, you will be asked to complete online verbal and reasoning tests which you can do from the comfort of your own home!

The assessment day gives you the opportunity to visit our award-winning offices, and the chance to speak to our current apprentices and gain an understanding of our company culture. During the day, we'll ask you to take part in group exercises, individual tasks, and interviews with our managers, all with the intention of learning more about you.

The interviews are competency based. This means that any part-time jobs, work experience and extra-curricular activities will help you demonstrate the key characteristics we look for in our future apprentices. Finally, the day is designed to give you a chance to showcase your best self and demonstrate that you've got what it takes to be an AJ Bell apprentice and **feel good about your future at AJ Bell!**