

Tips for your application

As the National Apprenticeship Awards' North West Large Employer of 2021, we provide the perfect platform from which to start and progress your career with AJ Bell.

If you want to stand out from other applicants to our programmes, here are some tips for making a successful application.

STAGE 1

During the initial phase of your application we ask you to submit a CV and covering letter.

This is an opportunity to sell your key skills, achievements, character and any work experience. A well written CV and covering letter could be the difference between progressing to the next stage of the application process or not.

Make sure your CV is set out clearly and logically, include any work experience you've had and your exam grades (even if they are predicted at the time of applying). Ask your tutor, family members or friends to read your CV and check it for spelling and punctuation.

STAGE 2

After reviewing your CV and covering letter we may invite you to have a telephone interview. This is a chance for us to get to know you a little better and find out more about what you've written in your CV. It's also your chance to get to know us! Think about anything you'd like to know about our apprenticeship programme and life at AJ Bell – this is a great chance to ask!

STAGE 3

If you are successful at the telephone interview stage, we will invite you to attend an assessment day. This will be held at our office at Exchange Quay or online, depending upon Government guidelines at the time. During the assessment day, you may get to see our award-winning office and will have the chance to talk to some of our current apprentices. During the course of the assessment day, we'll ask you to take part in some group exercises, individual tasks and interviews with some of our managers.

Our interviews are competency-based so think about how your part time jobs, volunteering activities, school/college experiences or extracurricular activities demonstrate the key characteristics that we look for in our apprentices. The day is designed to give you that chance to show us your best, demonstrate that you've got what it takes to be an AJ Bell apprentice and start a successful career with us!