**Applying for a Museum Learning Apprenticeship**

**Process**

For more information, we invite you to attend an optional informal online session on Wednesday 29th March. Register your interest to attend here: <https://www.eventbrite.co.uk/e/588231926527>

Unable to attend one of these sessions?

Please email any questions to Zaineb Anwar, Trust HR Assistant. Zaineb.Anwar@arbibeducationtrust.org

**To apply**

Please complete the application form – you can find the link to this on the job advert on our website.

Email Zaineb Anwar, Trust HR Assistant with any questions about the application. If you would like a different format to apply (e.g video submission) we are happy to help.

**Next steps**

We will let you know the result of your application by Thursday 20th April 2023.

If your initial application is successful, we will invite you to a recruitment day on Thursday 27th April 2023. This will include an interview. We will give you more information about all elements of the recruitment day in advance of this date.

If your interview is successful, we will offer you an Apprenticeship at the Trust. All appointments are subject to:

* proof of your right to work in the UK,
* apprenticeship training provider eligibility checks,
* enhanced Disclosure & Barring Service (DBS) checks,
* satisfactory references.

We will organise all these checks for you and pay for your DBS check.

**Timetable**

Online information sessions: Wednesday 29th March 2023

Applications close: Sunday 16th April 2023 at 11.59pm

Recruitment Day/Interviews: Thursday 27th April 2023

Start of role: We will agree this with you on offer of employment

**Application Tips**

Applying for a job can be stressful, so here are some tips to help.

**General tips**

* Before you apply, find out more about the [Trust](https://www.arbibeducationtrust.org) and [Museum Learning](https://www.arbibeducationtrust.org/89/what-is-museum-learning). We are doing a lot of work on Equalities, Diversity and Inclusion to promote belonging. Do you share our values?
* Read the job advert, the job description, and the person specification carefully.
* Give yourself time to complete, review and submit your application before the deadline. Pace yourself.
* Be brave. It doesn't matter if you are looking for your first role or are a later career changer. You don't need all the skills and experiences already. We will train you and are looking for the right fit for our team.
* Be honest. Do not falsify or withhold relevant information. This can be grounds for disciplinary action which may lead to your dismissal.
* Ask if there is anything you don’t understand.

**Tips on answering questions**

* Check the skills, experiences and characteristics we are looking for. Can you give us actual examples of when you use these?
* Remember your transferable skills. Have you looked up your family history? This shows you can research independently. Have you worked in a cafe? This shows you can work well with customers.
* Keep your answers relevant and concise. Each question has a word limit suggestion to help you.
* Why do you want the role? Make this clear to us. We want to understand your enthusiasm. What are your career goals and how does this role help you achieve them?
* Why are you the right person for the role? We included this question: ‘Do you have anything else you want to tell us?" to give you a chance to shine.