

Application Help-Sheet

Thank you for your interest in our Apprenticeship Scheme.

To assist you in completing an application form we have outlined the requirements below as guidance notes.

1. Read through the Job Description.
2. Read through the Person Specification.

(Each point on the Person Specification will be marked as part of our short-listing process).

3. Using the guidelines available on the website in conjunction with this Help sheet, complete the online Application Form giving as much detail as you can to demonstrate how you can meet each of the requirements of the Person Specification using examples. These may not always be work related as often Applicants have not yet started work, but will be able to demonstrate using examples from school, hobbies, projects etc.

If you have not yet taken your GCSEs please give your predicted grades/subjects, stating clearly that they are predicted grades.

4. Submit your application form when you are happy with the content.

Please Note: Shortlisted candidates will be invited to attend an interview at Caffyns plc, Saffrons Rooms, Meads Road, Eastbourne, East Sussex, BN20 7DR.