

# Guidance Notes for completion of Construction GTA (Group Training Association) application form

## Personal Details and Education:

- Please complete all sections. If a question does not apply to you please insert N/A (Non Applicable) into the relevant box.

## What trade are you most interest in and why?

- Please tell us the trade you are most interested in and your reasons why. The reasons why are important as we will use this information to match you the vacancies available.

## Would you be happy for us to consider you for other vacancies we have available in Greater Manchester either now or in the future?

- Should you not be successful in this round of recruitment, by answering Yes to this question, we will retain your details and contact you if other suitable opportunities become available.

## In order for us to secure apprenticeship vacancies we need to work in partnership with other companies and training providers. Are you happy for us to share your information with them?

- We only share information with GTA Partner Organisations, Contractors, Sub Contractors and Training Providers involved in the creation and delivery of these vacancies. These organisations are involved in the recruitment and selection of applicants therefore we need your permission to share your information.

## Short listing

We will be short listing applicants based on their answers to these 4 questions therefore it is important to give full answers.

Please base you answers on actual situations or tasks you have been involved in. Situations / tasks can be from paid employment, voluntary activities, education, training, hobbies and interests or your personal life.

Please include the following within your response to each question:

- **Situation or Task** – outline of what the situation / task was, who was involved and what needed to be achieved.
- **Action** – outline of what happened, what you did, how you did it and why you did it.
- **Result** – what happened at the end of the situation / task? Did you achieve what you set out to achieve, what did you learn and what skills did you use.

This approach to answering interview questions is known as STAR, you can search the internet to gain more hints and tips.