






Apprenticeship/Job Checklist:

Using the checklist, follow steps 1-5 to ensure you are well prepared for your interview.

		Date completed:
	1. Confirm your attendance with the company.	
	2. Research the company and role. This will give you a deeper understanding of the way the company works, its goals and values.	
	3. Prepare any documents to bring. You may be asked to bring copies of your GCSE's, photo I.D, national insurance number etc.	
	4. Practice for any tests or practical tasks you may be asked to do in advance.	
	5. Plan your journey in advance by researching the distance to and from the destination to ensure you are on time for the interview.	

Don't forget this is your time to ask questions too!