



Application Tips for Early Careers at the Met Office – Apprenticeships, Internships, Placements and Graduates

1. Make sure you have understood what the role entails, and you feel that this is something you will be interested in doing
2. Find out more about [our values](#) to discover who we are and see if these resonate with you
3. When completing the application form, make sure you have provided your example for each essential criteria. Examples don't need to be work related, they could be about volunteering, hobbies, or from school/college/uni. When thinking about the evidence you might present as part of your answers, we'd recommend you take a 'CARL' or similar approach.

C = context (what is the background to your example?)
 A = action (what did you do?)
 R = result (what happened because of your actions?)
 L = learning (what did you learn, what would you do differently next time?)
4. Remember that the person reviewing your application doesn't know you or what you are good at, so your application form is where you need to let us know about your skills, interests and passions.
5. If you are applying for an **Industrial Placement**, please make sure the placement meets the needs of your placement year at university. Contact your university Placement Team for advice.
6. If you are applying for an **Apprenticeship**, please take time to think if the standard is what you are wanting to do as both the role and the learning form the apprenticeship. You can search for apprenticeship standards on [this third party website](#) where you can read in more detail what you can expect to be covered by the learning with the training provider. Also, think about the way the learning is being delivered and if this is the learning style that suits you
7. Our selection methods vary so please read the information towards the bottom of the advert to find out what this might entail. Typically, though, it is an interview but can sometimes include a presentation or some group exercises. These are to better understand your suitability for the role
8. We are a Disability Confident employer, and we offer applicants the opportunity to share with us whether they need any adjustments or arrangements to support with a disability or health condition. You can find out more about our reasonable adjustments process on [Our approach to recruitment - Jobs and Careers at the Met Office](#)
9. Once you have submitted your application you won't be about to go back in and amend so, please read through your application before submitting, making sure you have answered any question fields, checked for typos, spelling errors or acronyms

Good luck!