# **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](https://bit.ly/3fokaRD) to discover who we are and see if these resonate with you.
3. When completing your application form, make sure to provide your example for each essential criteria. 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?)

1. 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.
2. If you’re applying for an **Industrial Placement**, please make sure the placement meets the needs of your placement year at university. For further advice on this, contact your university Placement Team.
3. If you’re applying for an **Apprenticeship**, please take time to consider if the standard is what you are wanting to do as the apprenticeship is made up of both the learning and the job role. You can search for apprenticeship standards on [this third party website](https://www.instituteforapprenticeships.org/apprenticeship-standards/?) 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.
4. Our selection methods vary so please read the information towards the bottom of the advert to find out what this might entail. Typically it is an interview but can sometimes include a presentation or some group exercises to better understand your suitability for the role.
5. We are a Disability Confident employer, and we offer applicants the opportunity to share with us whether they require 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](https://careers.metoffice.gov.uk/join-us/our-approach-recruitment)
6. Once you have submitted your application you won’t be able to go back in and amend it. Please read through your application before submitting, making sure you have answered any question fields, checked for typos, spelling errors or acronyms.

Good luck!