

## JTL Application Assistant

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Hi, I'm Lisa, how are you?

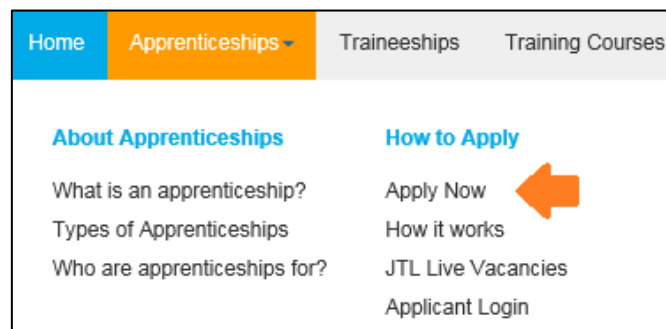
Great, all good here too thanks.

Now we've got to know each other, let's get this JTL application sorted.



Are you online? Our application process is online now, so if you haven't done so already, you'll need to head over to our website: <http://www.jtltraining.com>

If you hover over "[Apprenticeships](#)" in the tool bar across the top, you'll get a drop-down menu. Click on "[Apply Now](#)".



All the details are fairly self-explanatory, and [our Customer Service team](#) is always on hand if you have any problems – our number is 0800 085 2308. We will never have access to your password, so when you add in your password, make sure you remember it or make a note!

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**Why do you need to apply?** Well, you need an application to take our online Entry Assessment. JTL also uses the application form and its guidelines to find out if you're eligible for an apprenticeship with us.

**If you already have an employer, you'll still need to apply.** We also use the application to form the base of your "record" with JTL. Plus, we'd like you to go through the security, eligibility checklist and assessment too – it just helps us get to know you a little better.

### **So, how are you doing?**

Getting on okay? Make sure you have a read of the Terms & Conditions, click on submit, and you've made it over the first hurdle! The second part of the application is more in-depth and about you personally, e.g. [which trade do you want to do an apprenticeship in?](#)

### **Having problems?**

**Not yet received your National Insurance number?** Not a problem: simply tick the "NI not received" box.

**Adding qualifications?** Brilliant, great achievements so far, though I should note that at this stage of the process, the system only takes up to GCSE level. So if you've gone above and beyond that, and our application won't let you input it, don't worry – you can upload your CV later in the application process and brag all about your qualifications then!

**Medical History?** Be honest, we won't bite. Just a note though: if you tick that you require additional learning support, or have a disability, we won't let you take our assessment (just yet) and instead, you'll be prompted to call our Customer Service Team.

## **ABOUT YOUR ASSESSMENT**

You have selected that you have a disability that may hinder your ability to complete the JTL Entry Assessment. As such you may be entitled to extra time when taking it.

Please give us a call on [0800 085 23 08](tel:0800 085 23 08) so we can advise you on what to do next.

It's no big deal – we'll simply have a chat to make sure we can support you through the rest of your application and assessment, if necessary. If you go on to become a JTL apprentice, we'll help you with your training centre requirements as well.

**CV won't upload?** Make sure it's a "doc" rather than a "doc.x". Ideally, MS Word is the best format. Please don't upload encrypted 'cloud storage' links, or photos of your CV... it doesn't look great when we access it, and a potential employer might think so too.

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### All done?

Great stuff – onward to the Entry Assessment!

A quick reminder: make sure your email address is a valid one. We will email you every once in a while to check in, make sure everything's okay and that you're still interested in an apprenticeship with JTL. And it'll be your username now – so you'll need it to log back into your JTL account.

### And beyond...

Go grab a cuppa (milk, no sugar for me please), make sure you're sitting comfortably, and then you can have a read about the Entry Assessment.

JTL's Customer Service Unit can guide you through this (we won't provide the answers!) should you have any issues, but most of the information is online. Please do read it thoroughly. You don't have to take the whole assessment in one go, but you do have to complete a module once you start it.

Best of luck!

### P.S.

Our Customer Service Team is at the end of the line waiting for your call and, actually, we call you too! Once you've completed all seven modules, and passed the three core ones, we will call you to progress your application. We'll have a chat over the phone, check your application really is completed, and answer any burning questions you might have.

### Finer Points

For us to class you as an approved applicant, we'll need the following:

- A completed application;
- A pass in the online JTL Entry Assessment;
- A completed and notated Telephone Discussion;
- A JTL Colour Vision certificate completed by an optician and yourself.



**The JTL Customer Service team is available from Monday to Friday, 9am – 5pm on Freephone 0800 085 2308.**