

# SNG Apprenticeships 2026

## Candidate Application Guide

### Where to apply:

Whether you find us on our indeed, the government apprenticeship website or our homepage you'll end up on the SNG website to complete your application.

<https://www.sng.org.uk/careers>

If you have found this guide, you are in the right place!

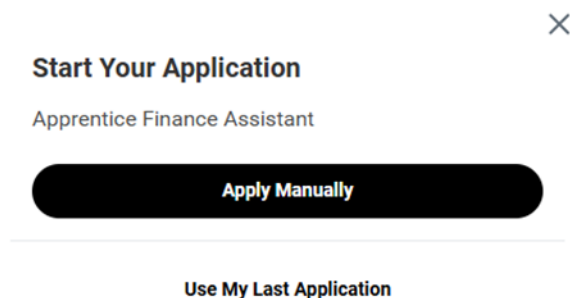
### Logging in:

Find the vacancy you would like to apply for and click **apply** at the top of the advert to get started.



Apply

This box will pop up next...



A screenshot of a modal window for starting an application. It features a close button (X) in the top right corner. The main heading is "Start Your Application" in bold, followed by the job title "Apprentice Finance Assistant" in a smaller font. Below this is a large, dark, rounded button labeled "Apply Manually". At the bottom of the modal, there is a link that says "Use My Last Application".

Choose **Apply Manually** unless you already have a recruitment account.

When you create your account, you will be asked for your email address and to think of a new password.

There will also be a consent message to make sure that you are happy for us to use your data.

When you have entered all the information click Create Account at the bottom of the page.

Create Account

Already have an account? [Sign In](#)

[Forgot your password?](#)

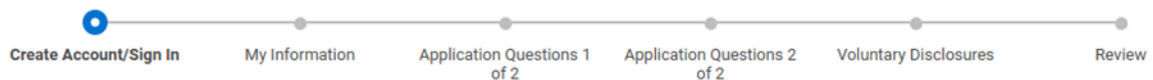
If you already have an account, you may be logged in, if not select **Use My Last Application**, this will then ask you to sign in.

## The application:

As you move through the application you will be able to track your progress at the top of the page.

[← Back to Job Posting](#)

Apprentice Finance Assistant



## 1. My Information

In this section we will be asking for some of your personal details.

You'll be asked for your name, address and contact details along with how you heard about the role and whether you have worked for SNG or Sovereign before.

As you go through each section you will have the option to save and continue or go back to the previous section.

[Back](#)

Save and Continue

## 2. Application Questions 1 of 2

The second section is Application Questions 1 of 2 where we ask a few more questions about you.

This will include whether you are a current resident of SNG and if you have a close relationship with anyone that works at SNG.

## 3. Application Questions 2 of 2

The third section, Application Questions 2 of 2 where we ask you to really think!

After letting us know about your qualifications and driver status there are four questions which we would like you to answer.

You don't need you to write an essay, but we would like to see that you have really taken the time to look at the question and think about your answer.

There are no right and wrong answers.

### The questions are:

1. Why have you chosen to be an apprentice? What do you hope to learn?
2. As part of your apprenticeship, you'll spend some of your time studying. What is your approach to deadlines? What steps do you take to manage your time and get things done?
3. What are some of the things you're good at, or enjoy doing, that would help you in this apprenticeship?
4. Tell us about a time when you received poor customer service. What was the situation and what would you have done differently?

You may want to have a look at the STAR method to help you with your answers. A link is in the **Help!** section at the end of the guide.

We know you may be tempted to use AI to help you with the answers to the questions. It can be a great tool for putting your thoughts together, but keep in mind that we would love to hear your voice and what you have to say in your answers.

## 4. Voluntary Disclosures

This is our Equality Diversity and Inclusion monitoring form which we use to understand more about the makeup of our applicants and colleagues.

This is optional, if you don't wish to answer please select **Prefer not to say**.

You will also be asked to complete a short Terms and Conditions statement, which is about your data and how we handle it.

## 5. Review

This is the last step in your application. You can check all your answers, and if you need to, go back and change any.

When you are happy click **Submit**.

[Back](#)

**Submit**

You will get a pop up on your screen to confirm that your application has been submitted.

You will be able to see all the details in your account under **My Applications**.

### My Applications

Whilst your application is under review, we may contact you to provide additional information.

You can view your current job applications and keep track of progress. You'll also be able to view any past job applications. Thank you for your interest in joining our team!

[Active \(1\)](#)   [Inactive \(0\)](#)

Job Title	Job Req	My Application Status	Date Submitted	Action
<a href="#">Apprentice Finance Assistant</a>		<span style="background-color: #e0ffe0;">In Progress</span>		...

### **Important Dates:**

- You'll be able to apply for the roles until midnight on Tuesday 23<sup>rd</sup> June
- We will let you know if you will be invited to our apprentice assessment days by Tuesday 14<sup>th</sup> July

Our **apprentice assessment days** will take place between the 20<sup>th</sup> and 24<sup>th</sup> July.

- Newbury 20<sup>th</sup> July – for the Newbury and Southampton roles
- Bristol 23<sup>rd</sup> July – for the Bristol roles
- Basingstoke Friday 24<sup>th</sup> July – for the Basingstoke roles

**Please make sure you can be there on the day as we can't change the dates of our apprentice assessment days.**

### **Help!**

We are happy to offer any additional support so you can complete the best application form possible.

Contact us at [Careers@sovereign.org.uk](mailto:Careers@sovereign.org.uk) if you would like any help or if you have any questions.

Use the following link to have a look at what we do at SNG  
<https://www.sng.org.uk/careers>

For more information on the STAR technique go to  
<https://nationalcareers.service.gov.uk/careers-advice/interview-advice/the-star-method>

For more information about studying and the apprenticeship qualifications:

**Level 2 Carpentry and Joinery (24 months)**

<https://skillsengland.education.gov.uk/apprenticeships/st0264-v1-4>

**Level 3 Business Administrator (18 Months)**

<https://skillsengland.education.gov.uk/apprenticeships/st0070-v1-0>

**Level 4 Professional Accounting Technician (18 months)**

<https://skillsengland.education.gov.uk/apprenticeships/st0003-v1-2>

**Level 4 Public Relations and Communications Assistant (18 months)**

<https://skillsengland.education.gov.uk/apprenticeships/st0311-v1-3>

**Level 3 Information Communications Technician (18 months)**

<https://skillsengland.education.gov.uk/apprenticeships/st0973-v1-2>

We wish you the best of luck!

The SNG Recruitment Team

[careers@sng.org.uk](mailto:careers@sng.org.uk)