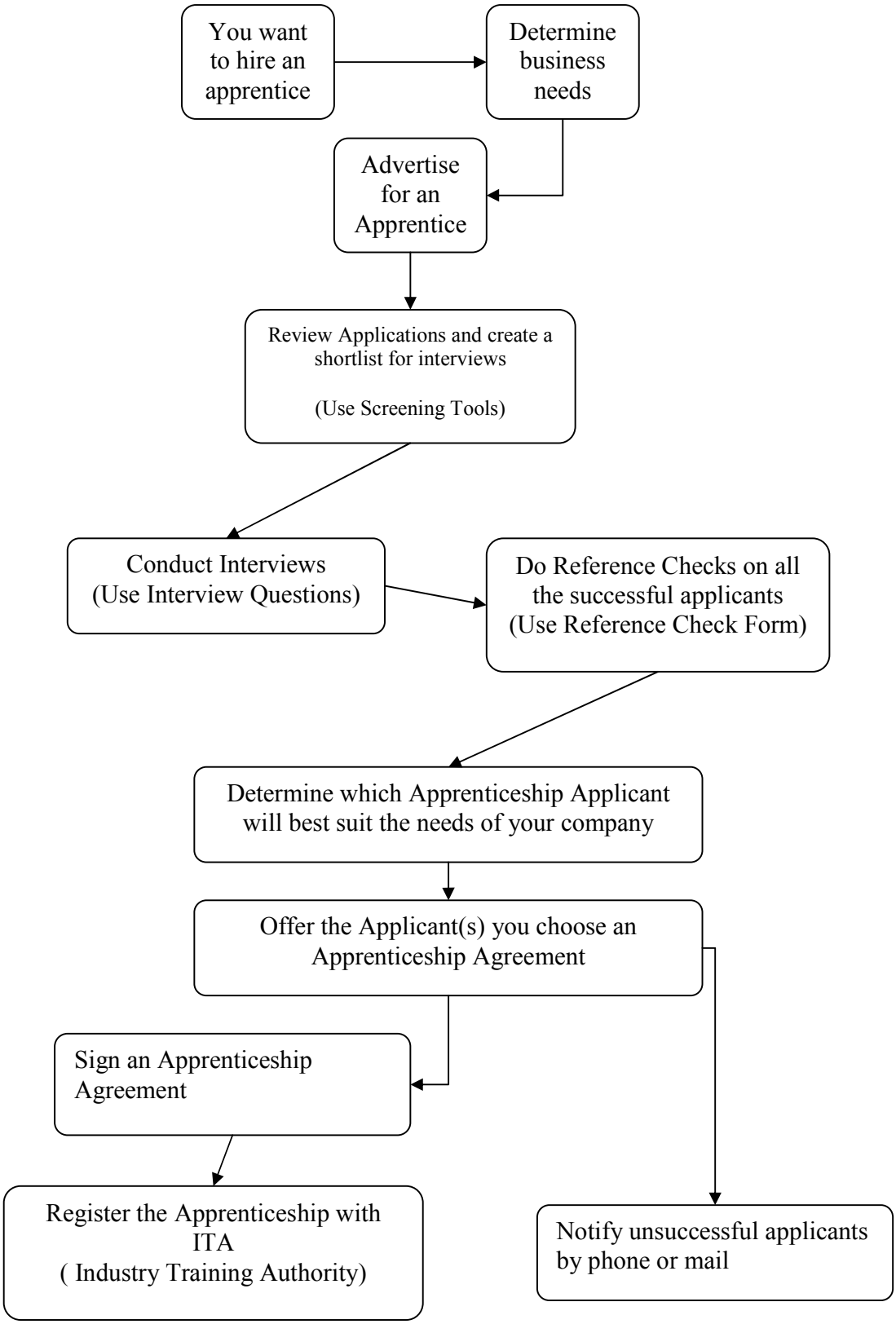
You want to hire an apprentice
Determine business needs
Advertise for an Apprentice
Review Applications and create a shortlist for interviews
(Use Screening Tools)
Conduct Interviews
(Use Interview Questions)
Do Reference Checks on all the successful applicants
(Use Reference Check Form)
Determine which Apprenticeship Applicant will best suit the needs of your company
Offer the Applicant(s) you choose an Apprenticeship Agreement
Sign an Apprenticeship Agreement
Register the Apprenticeship with ITA
(Industry Training Authority)
Notify unsuccessful applicants by phone or mail