

# Apprenticeships at AstraZeneca



## Frequently Asked Questions

[careers.astrazeneca.com/early-talent](https://careers.astrazeneca.com/early-talent)



## Before you start

### What are the benefits of undertaking an apprenticeship?

An apprenticeship at AstraZeneca features the following benefits:

- A competitive salary
- An annual bonus
- An annual salary increase whilst in-programme
- Training and development (including opportunities to attend apprentice development events)
- Access to employee health and wellbeing programmes
- A fully-sponsored qualification

### How many UCAS points do I need?

This will depend on the apprenticeship you are applying for. Please take a look at the job advertisement for the role for further clarification.

### Is it possible to sign up for an apprenticeship this whilst doing a full-time course at university?

You cannot do both at the same time. Your education is part of your apprenticeship and is therefore only available to candidates able to commit 100% of their time to the apprenticeship programme.

### Do I get a job after my apprenticeship has finished?

We cannot guarantee that a position will be available, but AstraZeneca will make every effort to help you secure the next step in your career journey.

### Does AstraZeneca only recruit scientists?

AstraZeneca requires a wide variety of roles and we have a very broad range of apprenticeships available in both scientific and non-scientific areas.

### Where will I work?

The location of the position is described in the job advertisement. We have apprentices based at the majority of our UK sites - Macclesfield, Cambridge, Speke, London and Luton.

### Can I undertake an apprenticeship if I already have a degree?

Funding rules set out by the Education and Skills Funding Agency mean that we can only accept applications for those who've gained a degree in a different subject, or that the level of study must be higher if the topic is similar.

### What university would I attend?

We work with multiple universities and education providers. This depends on your role and therefore this information will be given out at your assessment day.

### Do you have to go to University or can you go straight from sixth form or college into an apprenticeship?

At AstraZeneca, we take apprentices straight from sixth form or further education college, for all our programmes. We have apprenticeships from level 3 to 7 and it depends on the role or function you will be working in as to the level apprenticeship you will undertake. All of our opportunities, however, offer career progression and often access to other higher levels of apprenticeships.

## Before you start (cont'd)

### What subject do laboratory-based apprentices study at AstraZeneca?

Our science apprentices study for degrees in bioscience, chemistry or chemical development.

### Do you apply to a specific site? (for example Cambridge or Macclesfield)

This will depend on the role or function you wish to work in. We have a number of apprenticeships which are available at multiple sites, but some opportunities however will only be available in one location. We do however offer support for relocation, which will be discussed during the assessment day process and offer.



### Do you have a work experience programme?

We are developing our Work Experience programme so please check our [early career website](#) regularly.

### Is there an age limit for apprenticeship applications?

There is no upper age limit for anyone wanting to do an apprenticeship.

### Do I need a work permit or specific type of visa?

The UK apprenticeship programme can only accept applications from someone living in the UK. This is because we use UK government funding to support your studies.

### Does AstraZeneca employ individuals with disabilities?

AstraZeneca is an equal opportunity employer. We will do our best to meet any extra needs you require.

### Does AstraZeneca employ military veterans?

AstraZeneca is an equal opportunity and military-friendly employer.

### Are all of your vacancies advertised on your website?

All of our early careers vacancies are advertised on our [early career website](#).

### How often do you post new roles?

Apprenticeship roles are typically advertised once a year, the application window is normally ten weeks between January and March, you can get more detail about this from our [early career website](#).

### When can we apply for apprenticeship positions?

Our application window normally opens in January. Please visit 'Early Talent Programmes' section of our [early career website](#) for details on application dates.

## The application process

### What do I wear for the assessment day?

You should wear smart business clothing.

### Can I still be considered for other roles if I've been unsuccessful in a previous application?

If you have applied for more than one apprenticeship role and have been shortlisted for more than one role, you will be invited to the assessment day for the apprenticeship of your preference. If you are unsuccessful in this assessment day and we have other roles which would also suit you, and we have been unsuccessful in filling these vacancies, your details will be shared with the recruiting hiring manager for consideration.

### What can I expect following my application?

We will confirm we have received your application by email. However, applications are not reviewed until after the closing date and so you will not receive an update on your application until after this date.

### Do I have to provide a separate application for every role I apply for?

Please apply for all roles you are interested in separately. However, once you have applied for a role with us, your profile will be stored in our recruitment platform and you can access it using your email and password.

### When can I expect to receive feedback on my application?

We do not offer feedback on your application if you are unsuccessful at the shortlisting stage. However, should you attend an assessment day, you can request feedback

which would be arranged by the Recruitment Partner.

### Can I withdraw my application?

If you would like to withdraw your application once it has been submitted, please contact us using the following email address: [MyHR.UK@AstraZeneca.com](mailto:MyHR.UK@AstraZeneca.com).



### How long will it take before I hear the outcome from my interview?

The timing will vary, however we will endeavour to share feedback as soon as we can. If you are successful, the Recruitment Partner will be in touch to discuss the offer with you and follow up with contractual information, etc..

### Can I resubmit an updated cover letter and CV/resume once I have submitted my application?

We would recommend that you ensure that you are happy with your CV/resume and application before you submit it to ensure that your most up to date documents are considered. We offer a service that aids in writing a CV, which can be found [here](#)



## The application process (cont'd)

### Who do I contact if I am having problems with my application?

Please call 01625 519000 or email [MyHR.UK@AstraZeneca.com](mailto:MyHR.UK@AstraZeneca.com).

### How should I prepare for my interview?

AstraZeneca's assessment centres are intended to support a two-way interview process – we want you to be at your best and want to use the interview to understand your skills and suitability for the role. Similarly, this is an opportunity for you to discover if we are the right employer for you. We would like to know:

- Will you be able to perform well at the job?
- Do you have the potential to progress and lead?
- Are you enthusiastic and motivated?
- Will you work well in a team?

You will have the opportunity to:

- Tell us more about yourself, including your skills and experience.
- Learn more about the position, the company, our culture and our values.
- Practice your interview technique and build self-awareness.

There is no need to worry before your interview, we will send you as much information and help as possible to make the assessment day and interview a smooth process.

### Will AstraZeneca reimburse my travel expenses if I come for an interview?

We will reimburse your expenses if you travel more than 100km for an interview. You will be reimbursed for approved travel expenses by completing the appropriate form in your interview packet and returning it in the self-addressed envelope provided. However, we are currently conducting our assessment days virtually, so there is no need to travel.

### What do I need to provide at the interview?

You need to provide valid identification, which can be a passport, full birth certificate (with parent(s) names on it) or a document which shows your name and National Insurance number. You should also provide copies of education qualification certificates.

### I have received an email from SHL which ended up in my junk mail folder. Can I have an extension to complete please?

The link you have received will remain active and you will still be able to use the same link to complete the games. If you are unsure about this, please contact the Recruitment Partner.

### I have a disability and require more time to complete SHL activities. What do I do?

Please sign in to SHL and request which accommodations that you will need. These will automatically be accounted for when you complete your games.

## The application process (cont'd)

**While I was completing the SHL activities my internet connection dropped. When I reconnected, I had lost some time during my assessment and I am unsure if I completed the test correctly. What do I do?**

Please could you ask the Recruitment Partner to confirm as to whether your assessment was successfully submitted.



### **Does AstraZeneca conduct background screening as part of the recruitment process?**

Medical screening is necessary to make sure you are fit to carry out the role being offered. AstraZeneca's policy is to undertake pre-employment security screening for all posts, and our principles for security screening include:

- Security screening will only be undertaken with the individual's written authorisation.
- Security screening must be undertaken in accordance with AstraZeneca's company

culture and values of openness and honesty.

- The security screening process must not discriminate against the individual with regard to gender, sexual orientation, colour, religion or age.
- The person being screened should not have associations with groups whose aims are in conflict with AstraZeneca's culture, values or business aspirations.

References are obtained and checked as a precaution prior to the commencement of employment. They will be used to gather an opinion from previous employers about your suitability for the position and can also be used, if relevant, for the purpose of:

- Verifying your stated experience and career history.
- Obtaining a record of statutory sick pay and parental leave.
- Confirming your reason for leaving his/her most recent position.
- Obtaining data concerning your most recent salary.

## Starting at AstraZeneca

### What happens on my first day?

You will be provided with a comprehensive Induction plan for both AstraZeneca and the education provider. Further details will be given to you ahead of your start date and on your first day.

### Will I be able to have access to a laptop or do I need to purchase one?

You will be provided with a laptop and relevant equipment in your induction week.

### What are the daily working hours?

Monday to Friday, 7.3 hours per day, totalling 36.5 hours per week. More information about working patterns can be discussed with your line manager after you have been made an apprenticeship offer.

### Would I need to purchase any other equipment?

No additional equipment is needed, and you will be given everything you need in order to perform your role. Please note that you may be required to purchase study books, etc to help you with your studies, the education provider will explain more about this at the induction.

### What is the dress code?

We operate a business casual dress code, with Fridays being a 'dress down' day.

### Is there somewhere to buy a drink and lunch?

All of our sites have on-site hot and cold drinking facilities, shops and restaurants.

### What happens if I do not get the examination results that I need?

Once you have your results, please contact us (you will be told who to call) where we can discuss the next steps and options.

### Can we accommodate resitting an exam in the autumn?

If this were to happen, we will talk to your new line manager and confirm the next steps.

### I am worried about fitting in and finding my way around my team and the department. Is there anything to help me?

As well as the support that you will receive from your line manager, a buddy or mentor will also be appointed to you. These people are incredibly valuable in giving you the best start at AstraZeneca. In addition, there is an extensive early careers network across the UK who can offer additional support.

### How can I take advantage of the different networks of people at AstraZeneca?

AstraZeneca works hard to provide a collaborative and friendly workplace, that continues to embrace inclusion and diversity. One important aspect of this is the development of our Employee Resource Groups, or ERGs. AstraZeneca has ERGs which include AZPride (our unified global LGBTQIA+ network), AZInspire (for early career individuals), Network of Women, Safe Space (our mental health awareness group) and THINK (our neurodiversity ERG).