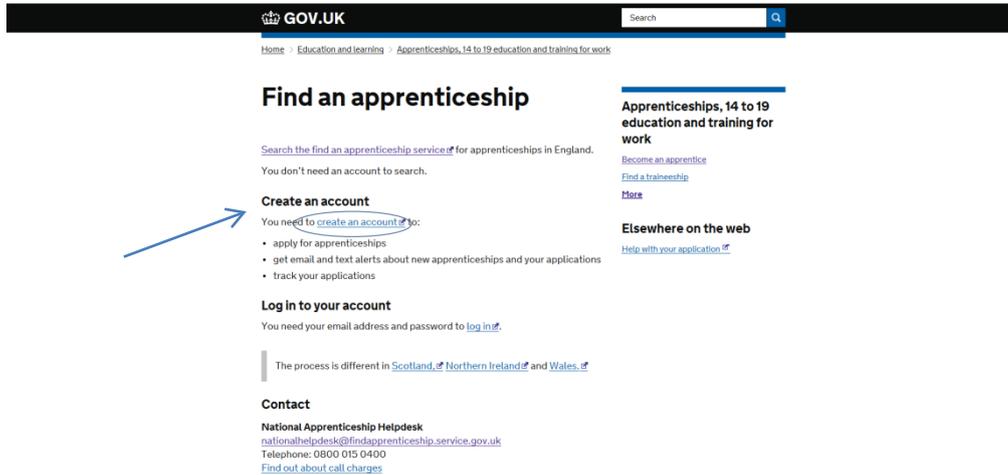


# How to apply online for an ExxonMobil Apprenticeship

1. First, go to website: [www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship)

The page will look like this. This is a new digital service that allows candidates to search, register and apply for Apprenticeships in England. **NB. You do need to register with both gov.uk and BrassRing to apply to ExxonMobil. Follow the steps below to show you how.**

To apply for vacancies you will need to “create an account” which you can do from this screen.



2. The registration begins like this, so please input your details. Please be careful to spell names correctly and provide up to date contact details. The email address will be the preferred method to contact you so please ensure if you change your email address after submitting your application, you will need to notify us.

## Create an account

### Your details

First name

Last name

Date of birth

Day Month Year

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### Contact details

Enter your postcode or start typing address

[Sign in / Create account](#)

3. You will be asked further down this page to create your password – requires upper and lowercase letters, a number and at least 8 characters. **Don't forget to keep a note of the password you choose!**

## Sign in details

Email address

[Edit your email](#)

Create password

Requires upper and lowercase letters, a number and at least 8 characters

Password strength:

Confirm password

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I'd like to receive the latest careers news and updates

I accept the [terms and conditions](#)

[Create account](#)

- Once you have read and agree to the terms and conditions, please tick the box here and then click “Create account”. You will then be sent an email almost instantly; this will provide you with a 6-character code which you will now need to enter to “activate your account”.
- You can now log into the website using the password you registered with and “search for vacancies”. The screen shot below shows you how the search engine will look. You can “search by employer” by typing ExxonMobil as indicated with the arrow below.

Remember to alter the number of miles depending on your location or you may not find the vacancy.

- The ExxonMobil Apprenticeship vacancy will appear. You can click on the vacancy title to read more details and if you wish to apply, please click on the “APPLY” tab.

The apply tab will take you to the job vacancy – the page will look like this.

Click on “submit application” and follow the instructions on the screen to apply for this vacancy.

7. Once you click on the “submit application” tab you will see this page.....

Home    Search openings    Search results    Job details    Gateway Questionnaire log in/create login

[? Help](#)

### Gateway Questionnaire log in/create login

Welcome to ExxonMobil's online application process. This process should take 30-40 minutes to complete.

To create a new account, please enter your e-mail address and create a password. When returning to this site, you can view your profile and manage your CVs by logging in from the Welcome screen.

Candidates have the ability to modify their profiles at any time. To change or delete a profile, please log in and select the "Edit your profile" link.

You may only apply to **ONE** vacancy at one time. Candidates who submit multiple applications will only be considered for the vacancy they apply to first. For graduate positions, you can only apply to one function during any academic year.

Enter your username and password to log in  
 Create a login

E-mail address

Password  [Password security tips](#)

Re-enter password

Select a security question

Answer to your security question

**Password guidelines**

- Your password must be a minimum of 6 and a maximum of 25 characters.
- Your password may not be the same as your login e-mail address.
- Your password will be case-sensitive.

This is the Gateway through to BrassRing where you will need to complete your application form for ExxonMobil. You'll need to set up a login. The whole process from here should take no more than 30-40 minutes to complete.

As you go through the application form you will see the follow tabs at the bottom of each page.

Please remember to click “Save as Draft” until you are happy you have finished your application and are ready to send.

**IMPORTANT NOTE: Once you've “submitted” your application you will be unable to re-edit/change anything.**

When you are entirely happy with your application ie have read through, checked spellings and content, then please “submit” your application.

Thank you!