

# Apprenticeship Vacancy Template



<b>Part 1 – Employer Details</b>	
<b>Company Name:</b> This should be the employer’s full registered name.	
<b>Employer Address:</b> Please provide the full address, including postcode.	
<b>Vacancy Location:</b> This is the address where the Apprenticeship will be based; <i>Only fill this in if the location is different to the employers address.</i>	
Is the location accessible by public transport?	
<b>Contact Name:</b> Please provide these details for the main point of contact at the company.	Title
	First Name
	Surname
	Position
	Telephone
	Mobile no (optional)
	Email Address
	Fax no (optional)
	Preferred method of contact
No. of site employees	
<b>Employer Website:</b>	
<b>Employer Description:</b> This should clearly describe what the employer does, Please reflect the size, location and environment where possible.	
Number of positions available:	
<b>Part 2 – Vacancy Details</b>	
<b>Vacancy/Job Title:</b>	
<b>Brief overview of the role:</b> (maximum 350 characters)	
Are you disability confident registered?	
<b>Part 3 – Vacancy Description</b>	
<b>Working days:</b>	

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<p>The days that the apprentices will be required to work. For example: Monday - Friday</p>	
<p><b>Working times:</b> The times that the apprentice will be required to work. For example: 9:00am – 5:00pm</p>	
<p><b>Lunches/Breaks:</b></p>	
<p><b>Working Hours:</b> Normally a minimum of 30 hours a week with a maximum of 40 hours a week. For example: 37.5 hours a week</p>	
<p><b>Weekly Wage:</b> A National Minimum Wage (NMW) for apprentices was introduced for young people aged 16-18 and those aged 19 and over in the first year of their Apprenticeship.</p>	
<p><b>Description of the role:</b></p> <ul style="list-style-type: none"> <li>• Key responsibilities</li> <li>• Day-to-day duties</li> <li>• The role and how it fits within the organisation</li> <li>• The department, area or team that the vacancy applies to</li> <li>• The day to day contact within the organisation</li> </ul>	
<p><b>Closing date:</b></p>	
<p><b>Interview date:</b></p>	
<p><b>Possible start date:</b></p>	
<p><b>Part 4 – Person Specification</b></p>	
<p><b>Desired Skills:</b> Identify the key skills required for the role/of your apprentice. (Sought after technical and soft skills).</p>	
<p><b>Desired Personal Qualities:</b> Identify the key personal qualities</p>	

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<p>required for the role/of your apprentice.</p>	
<p><b>Desired Qualifications:</b>          Identify the key qualifications required for the role/of your apprentice.          For example: 5 GCSE's A*- C/9 – 4 including Maths and English.</p>	
<p><b>Future prospects:</b>          This should be completed so that candidates can see the opportunities which the vacancy could lead to, but this must be realistic. A low starting wage may be offset by the prospects.</p>	
<p><b>Things to consider:</b>          This should be completed when it is important for the candidate to be aware of certain things.          Examples could include: having working away, travelling between sites, shift work, the vacancy will be based outdoors or the role will involve long periods of working on a computer.</p>	
<p><b>Part 5 – Applicant Questions</b></p>	
<p><b>Two Vacancy Specific Questions:</b>          You may wish to ask two additional questions on the application form. These need to be appropriate to the vacancy and/or help to identify a candidate's wider attributes and motivations. You can discuss these with your Learning Provider.</p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Question 1:</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p>Question 2:</p> </div>

***Please note: Vacancy application deadlines will automatically be extended where insufficient numbers of applications have been received.***