

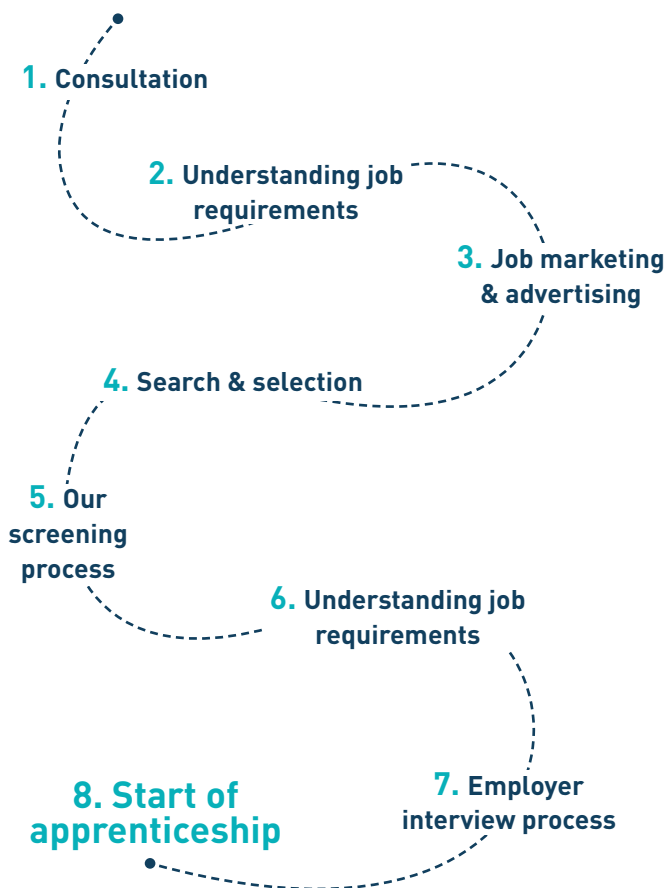
Working together to build careers.

Apprenticeship Connect **Vacancy Form**

Thank you for choosing to work with us. We have built a reputation for being a dynamic and innovative company utilising the most advanced techniques in order to comprehensively match candidates to employers and deliver first rate qualification training. Please refer to 'Apprenticeship Connect Terms & Conditions' for our company terms of business.

Talent Acquisition Process

We undertake a diligent talent acquisition process in order to find the ideal apprentice for your business. Please see below the key steps in our process.



Wages

Apprentice wages start at a minimum of £3.30 per hour. For roles in London and the South East, we set a higher minimum wage at £10,000 per annum due to increased living and travel costs. Many of our clients pay above this minimum in order to attract the right candidate.

Duration

Our apprenticeships last a minimum of 12 months. At the end of the apprenticeship you decide whether you would like to continue to employ the apprentice.

Qualification

Your apprentice will work towards a nationally recognised qualification in the area related to their job role. For information on the qualifications that we offer please [click here](#).

Qualification Delivery

Your apprentice will meet with their tutor in the workplace on a regular basis throughout their Apprenticeship, normally for 2-3 hours, once or twice a month. During these meetings, the tutor will facilitate work-based assessments that support your apprentice to develop skills and knowledge relevant to their day-to-day duties. Your apprentice will be set coursework to complete between meetings, and you are required to allocate them 2 hours a week, during normal working hours, in which to complete this.

Employer vacancy form

By completing this form you hereby agree that you have read and accepted our terms and conditions. For more information, you can hover over the question marks which feature throughout the document.

Position Details	
Position title:	Employer trading name:
Employer full name:	Employer Companies House Registration Number:
Employer Liability Insurance Number:	Employer address:
Employer website address:	Number of employees:
Employer description:	
Contact person:	
Job description: Description to include: <ul style="list-style-type: none">• The role and an explanation of how this role fits within the organisation• The specific team/department to which the vacancy relates• Identify the key responsibilities• Any other information which may be relevant (If you would like us to recruit for separate job roles, please complete a separate form where possible).	

Number of positions available:	
Wage/salary:	
The apprentice must be paid a minimum of £3.30 per hour. For positions based in London and the South East, we advise at least £10,000 per annum. To attract the best candidates, we recommend that companies pay more than this. Please state the wage hourly. Also state any bonuses, travel contribution and pay increases that you may also wish to include.	
Pay frequency:	Working week:
	This must set out working days and a summary of hours. This must be a minimum of 30 hours per week and no more than 40 hours per week.
Future prospects description:	Vacancy location:
Annual leave entitlement:	
Person Specification	
Skills required:	Personal qualities:
Other:	Any requested screening questions:
	As part of our diligent screening process we intend to match candidates as accurately as possible to your specification. Please state any screening requirements you wish for us to deploy e.g. specific interview questions.
Key Dates	
Possible start dates:	Possible interview dates:
Any other relevant dates:	
Talent Partner Information	
Apprenticeship Connect Talent Partner name and contact details:	
If this section is left blank it is because there is no talent partner assigned to this vacancy yet. Once this form is completed and returned, the most appropriate talent partner will be assigned to you as soon as possible.	