

## Vacancy Template

Vacancy Details		
<b>Vacancy Title</b>		
<b>Employer Name</b> This should be the employers full registered name		
<b>Employer Address</b> Please provide the full address, including postcode		
<b>Contact Name</b> Please provide these details for the main contact for the Employer	Title	
	First Name	
	Surname	
	Position	
	Telephone	
	Mobile no (optional)	
	Email Address	
	Fax no (optional)	
	Contact by email/mail/phone?	
<b>Description</b> of vacancy to identify: <ul style="list-style-type: none"> <li>The role and how it fits within the organisation</li> <li>The department, area or team that the vacancy applies to</li> <li>Key responsibilities</li> <li>The day to day contact within the organisation</li> </ul>		
<b>Number of positions available</b>		
<b>Weekly Wage:</b> From the 1 <sup>st</sup> October 2010, 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. The new rate is £2.50 per hour.		
<b>Working Week:</b> This must set out: <ul style="list-style-type: none"> <li>Working days</li> <li>Times to detail shift work</li> <li>Summary of the hours</li> </ul>		
<b>Future prospects description:</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.		

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<b>Employer Details</b>	
<b>Employer Description:</b> This should clearly describe what the employer does, Please reflect the size, location and environment where possible.	
<b>Employer website</b>	
<b>Vacancy Location</b>	
<b>Vacancy Location:</b> This is the address where the Apprenticeship will be based, if not located at the address in Employer Details.	
<b>About the Candidate</b>	
<b>Skills required:</b> List the key skills (technical and soft skills) sought.	
<b>Personal Qualities:</b> Identify the key personal qualities required for the role.	
<b>Qualifications Required:</b> List the key qualifications for this role.	
<b>Additional Detail</b>	
<b>Important Other Information.</b> For example: <ul style="list-style-type: none"> <li>• Working away</li> <li>• Travel</li> <li>• Shift work</li> <li>• Study for additional examinations</li> </ul>	
<b>Reality Check:</b> This should be completed when it is important for the candidate to be aware, for example, that the vacancy will be based outdoors or will involve long of periods of working on a computer.	
<b>Supplementary Application Form Questions</b>	
<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.	Question 1:
	Question 2:
<b>Key Dates</b>	
Closing date	
Interview start date	

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Possible start date	
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