

Apprenticeship Vacancy On-Line Template

Vacancy Details																			
<p>Vacancy Title This needs to be something concise as it is used in the search criteria Example. Trainee Stone Setter</p>																			
<p>Employer Name</p>																			
<p>Employer Address & Postcode</p>																			
<p>Contact Name</p>	<table border="1"> <tr> <td>Title</td> <td></td> </tr> <tr> <td>First Name</td> <td></td> </tr> <tr> <td>Surname</td> <td></td> </tr> <tr> <td>Position</td> <td></td> </tr> <tr> <td>Telephone</td> <td></td> </tr> <tr> <td>Mobile no (optional)</td> <td></td> </tr> <tr> <td>Email Address</td> <td></td> </tr> <tr> <td>Fax no (optional)</td> <td></td> </tr> <tr> <td>Contact by email/mail/phone?</td> <td></td> </tr> </table>	Title		First Name		Surname		Position		Telephone		Mobile no (optional)		Email Address		Fax no (optional)		Contact by email/mail/phone?	
Title																			
First Name																			
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Telephone																			
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<p>Short description This is used to initially catch the attention of the potential applicant – It is the first thing the applicant will see when they search. It needs to be punchy and short. 2 or 3 sentences only.</p>	<p>Example. Excellent opportunity for a candidate with good bench skills to work in a busy company and learn new skills and all aspects of the jewellery trade.</p>																		
<p>Full description This is used as an overview of the role, aim to give a good clear picture of the responsibilities. Use Bullet points and don't overkill the role by going into too much detail</p>																			
<p>Number of positions available. How many posts are there for this vacancy?</p>																			

<p>Weekly Wage If you have a pay scale to enter, please only enter the lowest amount here, then in the section Important Other Information you can elaborate more. Please note the new Apprentice Min Wage which comes into effect 1st October 2011 (£2.60per hr)</p>	<p>NB.The minimum hourly rate for an apprentice aged between 16-19 is £2.60 per hour. This makes a weekly wage for a 30 hour week just £78. You can pay more than £2.60 per hour. An apprentice can earn up to £102 per week before the need to pay tax.</p>
<p>Working Week (Days and Hours) We ask that you give the overall weekly hrs to be worked and also state if Mon-Friday includes weekends/shifts etc..... Also what is the day- to-s day hours. 08.30 -1600hrs</p>	<p>Eg 40 hrs Mon-Fri. 08.30-1600hrs</p>
<p>Future prospects description Here you can enter anything that is relevant. Eg.The possibility of a full time post upon completing the apprenticeship</p>	
<p>Contact name (internal reference)</p>	<p>Rose Williams- Holts Academy of Jewellery</p>

Employer Details	
<p>Employers name- using your company name can help generate more applications for your vacancy but if you prefer you can remain anonymous. See box below.</p>	
<p>Employers anonymous name (if selected) If selected please enter a few words to describe the nature of the employers business. For example. London based manufacturing company.</p>	
<p>Employer Description Enter a sentence giving a description of the employer.</p>	
<p>Employer website and logo. You can opt to upload a logo which appears in the top right hand corner of the vacancy when viewing in Avol.</p>	

Vacancy Location	
<p>Vacancy Location & Postcode (Specific or Multiple)</p>	

Training Information	
Learning Provider	Holts Academy of Jewellery
Occupation Type (Sector)	Jewellery, Silversmithing and Allied Trades
Job Role (Framework)	
Vacancy Type	<input type="checkbox"/> Apprenticeship <input type="checkbox"/> Advanced Apprenticeship
Training to be Provided <small>NVQ, Key Skills, Technical Certificate, and any training required for the job role e.g. Health and Safety, First Aid etc.</small>	Diploma Jewellery Manufacture level 2 and Level 3 Functional Skills testing
Expected Duration <small>Please enter 12 months, 1 year, the expected duration.</small>	15 months

About the Candidate	
Skills required <small>For e.g. Computer literate/effective Customer Service/Team Leader</small>	What essential skills do you need the applicant to have?
Qualifications required <small>Enter the min Grades/qualifications you require for this role.</small>	
Personal qualities <small>These soft skills. These are things like, positive attitude/motivated/enthusiastic/ reliable/ trustworthy etc.</small>	

Additional Detail	
Important Other Information <small>Useful information regarding the role, anything you feel must be stated in more detail for example pay scale – pay increase – CRB check required.</small>	
Reality Check <small>Useful if you want to stipulate details about the day to day role- for example. Role requires a lot of lifting, standing all day – working outside in all weathers.</small>	

Supplementary Application Form Questions

<p>Two Vacancy Specific Questions: You can include 2 questions to assist with the short listing/sifting of applicants. For example. (Question 1) Why do you want to work in the jewellery industry? please provide details?</p>	<p>Question one:</p> <p>Question two:</p>
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Key Dates

<p>Closing date</p> <p>We ALWAYS ask for a minimum of two working weeks, Please make sure you have given 2 weeks before this vacancy date closes</p>	
<p>Interview start date</p>	
<p>Possible start date</p>	

Print and return this form for the attention of Rose Williams to this address:

Holts Academy of Jewellery.
Langdales
5 St Cross Street
London
EC1N 8UA

For more information please contact Rose Williams or Jan Kozak at the Academy by phone or email.

020 7405 0197

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jolan@holtsacademy.com