**LSBU - Apprenticeship Vacancy Template**

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| **Employer** - |

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| **Vacancy title** - |

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| **Full vacancy description** – *please give as full a description of day-to-day duties and responsibilities for this position* |

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| **Working week** – *please state number of hours and working days per week* |

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| **Salary** – *please consider the current apprenticeship minimum wage of £3.70p/h* |

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| **Number of positions available** - |

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| **Vacancy location** – *the address and postcode at which this specific role will be based* |

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| **Future Prospects** – *what career development prospects are there at your organisation beyond the completion of the apprenticeship* |

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| **Training to be provided** – *LSBU will add academic elements* |

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| **Skills required** - |

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| **Personal Qualities** - |

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| **Qualifications required** – *LSBU will provide this information* |

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| **Reality Check** – *An opportunity to inform applicants about aspects of the role they might not anticipate for example - working outside, away from desk or on their feet for long periods* |

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| **Important other information** – *Anything that doesn’t fall under the other sections of the template can be here* |

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| **Additional application question 1** – *These questions can help to find out a bit more about the candidate’s motivation. They’re not mandatory* |

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| **Additional application question** **2 -** |

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| **Closing date for applications** - |

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| **Possible Interview date** - |

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| **Possible Start date** - |

*Please note that as part of our recruitment services we intend to add applicants who are unsuccessful for particular apprenticeship posts to a candidate pool which will be made available to other companies looking to recruit apprentices in that specific area. If you would prefer those candidates who apply for your vacancies are* ***not*** *added to this pool please check the box.*