



GUIDANCE NOTES FOR APPRENTICESHIP APPLICANTS

COMPLETING THE APPLICATION FORM

Note

The Job Description and Supporting Questions can be found on the pages below.

Please ensure you answer the questions using the Supporting Information section on the application form.

To be eligible for an apprenticeship, you must be:

- 16 or over by the end of the summer holidays
- Living in England
- Not in full-time education at the time of applying
- if you are a non-UK citizen, you must have permission from the UK government to live in the UK (not for educational purposes), and have been ordinarily resident in the UK for at least the previous three years before the start of the apprenticeship

The job application plays a very important part in the selection process and will be used as the basis for shortlisting candidates for interview.

Make sure the information you provide is clear and accurate and that you submit your application by the closing date and time stated on the advert.

Personal details

Ensure that you fully complete this section and include your address, email address and a contact telephone number.

Referees

Complete details for both references who should not be related to you. If you are a school or college leaver, please give us the contact details of the head teacher/tutor and also the manager of your most recent work experience placement, if applicable.

Referees will not be contacted without your permission.



Education, qualifications, memberships and training

Give details of your education, qualifications as well as any professional memberships or other training you have attended.

Employment

If relevant, start with your most recent job, give a summary of all employment, including any relevant unpaid work. Please explain any breaks in employment dates. We reserve the right to contact former employers to verify information contained in your application.

Supporting information

Use this section to answer the questions given in the section below.

You may also wish to add additional information and provide examples, where possible, of skills, abilities, knowledge and experience outlined in the job description.

Include everything that is relevant – training and experience gained through out of work activities – as concisely as possible.

Be as specific as possible, we cannot guess or make assumptions, we will assess your application solely on the information provided.

Additional Information

Answer the questions in this section accurately and also advise us of any dates you are not able to attend for interview.

If you are shortlisted for interview, you will be asked to provide confirmation of your right to live and work in the UK.

Declaration

Read the declaration and tick the consent box at the bottom, **before submitting your application.**

Equal Opportunities form

Read the notes which are provided with the equal opportunities form before completing your application. This form will be kept separate from your job application to ensure that none of the information provided is used in the selection decision.

The information provided will be treated as strictly confidential and only used to monitor the fairness of our recruitment and selection procedures.



Offer of employment

Note that any offer of employment made by the City of London Corporation will be subject to receipt of the following documents:

- Proof of identity
- Proof of right to live and work in the UK
- Proof of current address
- Five years' employment history (where relevant)
- Two satisfactory references
- Satisfactory Disclosure and Barring Service (DBS) clearance (when required for the role)
- Medical assessment (which may include a medical examination by a Doctor named by the City of London Corporation)



Job Description

Job Title	HR Apprentice
Department	HR - Guildhall School of Music & Drama
Location	Guildhall School of Music & Drama
Responsible to	HR Business Partner

Purpose of Post

To support the HR department by assisting with routine HR processes, queries, administration and managing the HR mailboxes.

To work closely with the HR BPs, HR Advisors, HR Coordinator and Payroll team to ensure that administrative HR processes and Payroll are carried out efficiently and in a timely manner.

To provide a high level of customer service to internal and external customers.

1. To assist HR BPs & HR Advisors with routine HR administrative processes and payroll administration.
2. To assist in the administration of recruitment drives and pre-employment checks as required.
3. To monitor the recruitment inbox; answer recruitment queries, save applications, invite candidates to interview and all appropriate correspondence to relevant parties as required.
4. To be responsible for ensuring all staff (established, hourly paid and casuals) have provided all pre-employment documents as required under the direction of the HR Coordinator/HR Advisors.
5. To draft HR-related letters or documentation under the guidance of the HR Advisor and HR BP where appropriate.
6. To assist in maintaining and updating organisational charts on a monthly basis and any other databases or spreadsheets monitoring staff changes.
7. To update HR systems promptly with sickness absences, special leave requests, unpaid leave, maternity leave, changes in address, names, DBS checks and any requested changes to ensure the HR system reflects all employee information accurately.
8. To assist the HR Advisor in the production of reports on Fixed Term Contracts, Probation, Long Service, Work Permit, Maternity and DBS. Check if due dates are coming up for expiry and inform or chase up the relevant manager.



9. To provide administrative support on HR & Departmental projects as allocated by the HR BP.
10. To assist in maintaining the HR intranet site for the Guildhall School and ensure all information is current and accurate.
11. To support the payroll team in their weekly processing of Casuals, unsocial hours and overtime payments, and complete payroll runs independently on an ad hoc basis where needed.
12. To support the efficient functioning of the department, by helping to maintain the general office and its systems to adequate standards.
13. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
14. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
15. To undertake any other duties that may reasonably be requested appropriate to the grade.



Supporting Questions

Include everything you think is relevant to answer the supporting questions below illustrating your skills, knowledge and experience. Be as specific as possible, we cannot guess or make assumptions but will assess your application solely on the information provided.

Please enter your answers to the following questions in the Supporting Statement section on the application form.

Question 1:

What do you know about the Guildhall School of Music and Drama?

Question 2:

What interests you in this role this role?

Question 3:

What skills do you think you can bring to the role?

Question 4:

What interests you about an apprenticeship?

Question 5:

Please provide your personal statement to identify your strengths and other transferrable skills and personal interests (250-500 words)