**Closing Date and Time**

The deadline for completed applications is **23.59** on the **date given on the current vacancies page.** Please ensure that we receive your application before this time, as we are unable to accept late applications.

We contact all candidates to notify them of the outcome of their application.

If you need to speak to someone about your application, please email **recruitment@seetecoutsource.co.uk**or call 01793 847525

 **Completing the Application Form**

The purpose of completing the application form is to enable you to be shortlisted for interview.

**It is important you complete all sections of the form and answer all the Application Questions.  It is important you provide evidence of your previous experiences and your motivations for wanting to apply for an apprenticeship at the GLA.  Please ensure you check the spelling, punctuation and grammar of your application form.**

If you have any difficulty in completing the form or would like to speak to a member of the Resourcing Team, please do not hesitate to contact us before the application deadline by email at glajobs**@london.gov.uk**

*Please note that if you leave your application inactive (no changes being made) for a period of 45 minutes you will be logged out automatically and you will lose any unsaved work. To remain logged in and to ensure that your work is saved, please click the 'Save', 'Next' or 'Previous' button regularly while completing your application.*

**Recruitment Monitoring Questionnaire**

The information you provide in this part of your application is separate from the rest of your application form and is not shared with the selection panel. The **Recruitment Monitoring Questionnaire** is reviewed by the GLA Resourcing Team only.  The information you provide in this section of your application is used to monitor the fairness of our selection procedures.

 **Guaranteed Interview Scheme**

The GLA is committed to the employment and career development of disabled people. As part of this commitment we operate a guaranteed interview scheme which means disabled applicants who meet the minimum criteria for the role will be invited to the Apprenticeship Assessment Centre.

Read more information on our [**guaranteed interview scheme**](https://www.london.gov.uk/about-us/jobs-and-working-city-hall/guaranteed-interview-scheme).

 **The Selection Process**

You will firstly need to submit an application form for the role. Your application will be reviewed and if shortlisted you will be invited to an Assessment Day. If you are successful at the Assessment Day you will then be invited for a formal interview.

 **References**

When you submit your application form, you are asked to provide the details of two people who can provide a reference for you. We do not contact your referees unless we have consent from. References will be taken up prior to confirming your employment at the GLA. References must be satisfactory to the GLA.

**Medical clearance**

All job offers will be subject to satisfactory medical clearance. After an initial job offer has been made, we will ask you to complete a medical questionnaire which will be sent to our occupational health medical advisor. You may be asked to undergo a medical appointment as part of this process.

**Verifying your identity and right to work in the UK**

All job offers will be subject to confirmation that you are permitted to work in the United Kingdom in accordance with the provisions of the [**Immigration, Asylum and Nationality Act 2006**](http://www.legislation.gov.uk/ukpga/2006/13/contents).

Under sections 15 to 25 of the Immigration, Asylum and Nationality Act 2006 an employer can be guilty of a criminal offence if it employs someone who is subject to immigration control who does not have permission to be in or work in the United Kingdom.

 **You will be asked to bring to your interview photo ID and proof of your address (dated within the last 3-months). A member of the Resourcing team will check your documents and take a copy for our recruitment records. If you are offered a role with the GLA the copies of your documents will be placed on your personal file. If you are unsuccessful at interview, your documents will be removed from our files and destroyed.**

**Acceptable forms of photo ID include a passport, EU ID card or a UK driving license. If you do not have an EU passport, you will also need to bring to your interview proof of your right to work in the UK. As proof of your address you should bring a bank statement or utility bill, dated within the last three months.**

**\*All documents must be originals. We cannot accept copies.**

**Start Date**

The contract is 15 months and the start of the apprenticeship will start mid September 2021