**Closing Date and Time**

The deadline for completed applications is 23.59 on Monday 31 October 2016. Please submit your completed application before this time. We will not accept late applications.

After the closing date, we will contact you to tell you the outcome of your application.

If you need to speak to someone about your application please email recruitment@outsourcetraining.org or call 08455 199 455.

**Candidate Open Day**

We are holding an open day at City Hall on **21 October 5-7pm** for candidates who would like to know more about the GLA before submitting their application. This will help you gain an understanding of the role, the apprenticeship and the recruitment process.

We encourage you to attend if possible. You are welcome to bring a parent or guardian. Spaces are limited. Please call 01793 847525 to book your place.

**Completing the Application Form**

We will use the information on your application to decide whether to invite you to an assessment centre and interview.

It important you complete all sections of the form and answer all the questions with evidence of your experience and why you want to apply for the GLA Apprenticeship vacancy.

A good application will show that you:

* Understand apprenticeships
* Want to learn and develop your skills
* Are motivated to work for the GLA
* Understand how your skills and experience are relevant to the role as described in the job description and person specification.

Please check the spelling, punctuation and grammar of your application form before submitting it.

If you have any difficulty completing the form or need help and advice please contact Outsource Training and Development on 08455 199 455 or email recruitment@outsourcetraining.org.

**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 Resources Team only and the information you provide in this section of your application is used to monitor the fairness of our selection procedures.

The disability section of the recruitment monitoring form is used by the GLA Resources Team to identify those candidates who have declared a disability and should be considered under the Guaranteed Interview Scheme.

**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 first need to submit an application form for the role. Your application will then be reviewed and you will be contacted by telephone to confirm the details of your application.

If you are shortlisted, you will be invited to an Assessment Day on **Friday 18 November 2016.** If you are successful at the Assessment Day, you will then be invited for a formal interview on **Thursday 24 November 2016.   Please hold these dates in your diary.**

**References**

References will be taken up before we make you a formal offer of employment. References must be satisfactory to the GLA and we will need two satisfactory references in order to confirm your appointment.

**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. All job offers will be subject to satisfactory medical clearance.

**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 Assessment Centre photo ID and proof of your address. A member of the 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 start date for the GLA’s Apprenticeship Scheme is Monday 16 January 2017. The apprenticeship lasts for 12 months.**