

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.

Please note our apprenticeship partner organisation **Seetec Outsource** will be supporting the GLA with the shortlisting process.

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, please do not hesitate to contact us before the application deadline by email recruitment@seetecoutsource.co.uk or call 01793 847525

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 essential criteria for the role will be invited to the Apprenticeship Assessment Centre.

Read more information on our [guaranteed interview scheme](#).

Applicants who advise in the application process that they have previously been a child in the

care of a local authority, and who meet the minimum criteria for the role, will be guaranteed an interview.

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, week commencing 07 June 2021

If you are successful at the Assessment Day you will then be invited to team interviews, which will be held week commencing 21 June 2021.

The Assessment Day and team interviews will take place remotely using video interview platform (Microsoft Teams)

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 your consent. 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. Our Health Medical Advisors will help us understand if there any reasonable adjustments you may require.

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](#).

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.

Start Date

The contract is 15 months and the start of the apprenticeship is 13 September 2021