



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	Junior Guildhall Administrative Assistant
Department	Junior Guildhall
Grade	Level 3 Apprentice
Location	Guildhall School of Music & Drama
Responsible to	Head of Junior Music Courses and Head of Junior Guildhall
Responsible for	Administrative tasks/Saturday school

Purpose of Post

To provide administrative support for the Junior Guildhall administrative team.

Main Duties & Responsibilities

- Working with the Office Manager and Music Officers in providing high-level customer service and communications with students, parents, staff, teachers, outside agencies and members of the general public.
- To be the first point of contact with the public in person, by phone and email. Including monitoring the Juniors email inbox.
- To assist with monitoring and chasing of student fees and funding.
- To assist with administration for bursary applications.
- To assist with administration of audition applications and live auditions.
- To assist in the planning of concerts and events; hiring equipment, proof reading & arranging the printing of programmes, ticket lists for ticketed public concerts, notices and promotional materials. To help stage manage internal and external concerts including platform performances and chamber music concerts.
- Diary management for SMT.
- To liaise with Heads of Departments and assist them in administrative tasks.
- To assist with the Junior Guildhall music library and instrument stock.
- To assist with administration of end of year student reports. Dealing with



platform performance, aural and folio reports.

- To assist with end of year mailout
- To help collate and print programme details for specific end of term and external concerts including chamber music concerts.
- To assist in maintaining the Junior Guildhall filing system and for maintaining parental and staff address databases.
- To be responsible for stationery stock.
- To work on a Saturday at Junior Guildhall
- 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.
- 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.
- To undertake any other duties as requested by the Head of Junior Music Courses 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:

Why have you applied for this role?

Question 2:

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

Question 3:

What attracted you to the City of London Corporation?

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 (500-750 words)