



## **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	PMO Support Officer (Apprentice)
Department	Chamberlain's Department, CCPD / EPMO
Grade	Level 3 Apprenticeship
Location	North Wing, Guildhall
Responsible to	Head of EPMO
Responsible for	N/A

## Purpose of Post

To support the work of the Enterprise Portfolio Management Office (EPMO) in delivering the City of London Corporation's approach to Portfolio Management, which includes application of the Project Procedure, use of the Project and Programme Management (PPM) system and support to relevant projects and programmes.

To provide administrative support to the Head of EPMO and the Assistant Director for Portfolio Management.

## Main Duties & Responsibilities

### 1. Administrative Support:

- Assist with scheduling and organising meetings and events.
- Prepare and distribute papers and other materials.



- Maintain records of meetings and events.

## **2. Communication and Coordination:**

- Manage the shared mailbox and calendar.
- Support communication with the internal project management community, answering queries by providing information and advice.
- Assist in maintaining project management information, tools and templates.

## **3. Data Management and Reporting:**

- Maintain the timetable of EPMO regular reporting.
- Maintain portfolio, programme and project data in the PPM system
- Generate portfolio, programme, project and other reports in the PPM system.
- Carry out PPM system administration processes such as user management.

## **4. Project Support:**

- Assist PMO Analysts within the EPMO team in supporting the management and delivery of Tier 0 (major) projects as required.

## **Additional**

## **Responsibilities**

### **1. CoLC Policies and Procedures:**

- 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 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:



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:**

Can you give an example of when you had conflicting deadlines? What happened and how did you deal with it?

**Question 5:**

Please provide your personal statement to identify your strengths and other transferrable skills and personal interests (500-750 words)