

Employer Name:

Vacancy Details	
Vacancy Title	
Employer Name	
Employer Address & Postcode	
Contact Name	Title
	First Name
	Surname
	Position
	Telephone
	Mobile no (optional)
	Email Address
	Fax no (optional)
	Contact by email/mail/phone?
Full description	
Short description	
Number of positions available	
Weekly Wage	
Working Week (Days and Hours)	
Future prospects description	
Contact name	

Employer Details	
Employer Description	
Employer website	

Vacancy Location	
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Vacancy Location & Postcode	
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About the Candidate	
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Skills required	
Qualifications required	
Personal qualities	

Additional Detail	
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Important Other Information *	
Reality Check *	

Supplementary Application Form Questions	
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Two Vacancy Specific Questions: *	Question one: Why are you suited to this apprenticeship? Question two: What are your long term career plans?
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Key Dates	
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Closing date	
Interview start date	
Possible start date	

* Optional