

Guidance Notes for Kingston Applications

Application Process

If you are interested in applying for an Apprenticeship role for the Royal Borough of Kingston, please see the following guidance to help you through the process.

Finding Vacancies:

Please visit the Current Vacancies page for Kingston

Council (https://www.kingston.gov.uk/info/100008/jobs_and_careers/768/apply_for_jobs_at_kingston_council).

In addition you can visit the National Apprenticeship

Website (<https://www.findapprenticeship.service.gov.uk/apprenticeshipsearch>)

to find suitable job roles that suit your interest and skill set. Vacancies are also advertised on the Council's Facebook and Twitter pages.

Selection criteria

Selection criteria are the skills, abilities, knowledge and perhaps qualifications necessary to do the job. These will be assessed via questions on the application form. They are based on the key responsibilities of the role, which are shown in the Job description/Person specification. The purpose of these criteria is to help us to recruit for the job objectively and fairly.

Working in the UK

Under the Asylum & Immigration Act (1996), you will be required to provide proof of your eligibility to work in the UK (by showing your original documents). You will only be able to work for us once we are sure that you are eligible to work in the UK. If you are unsure about your status then you should contact The Home Office.

Current or most recent employment- CV

If you wish to enquire about any apprenticeship programmes, ensure your CV clearly details your complete employment history, with unexplained gaps of no more than one month (any gaps should be explained for e.g. childcare responsibilities or education). We will also expect to see details of your education, qualifications and training, starting with secondary school. Send your C.V. to mani.bahra@kingston.gov.uk from Kingston Adult Education.

We will ask for references relating to any previous employment which will include time spent at school/further education. Please include this information in your C.V.

Supporting statement and achievements

This is your opportunity to demonstrate how you meet the requirements via the selection criteria questions. You can use examples from your home life, time spent in education, voluntary work or from your hobbies/interests in addition to any formal practice. Ultimately, this is chance to state why you believe you are a suitable candidate by explaining how you meet the conditions and discuss your relevant experience and achievements.

Disclosure and Barring Service (DBS)

Some apprenticeship roles may require working with young children and vulnerable adults. In this instance, the Council are legally required to carry out a DBS check on you (used to be formally known as CRB check). The DBS application will be carried out and paid for by Kingston Council and you are legally required to disclose any previous convictions.