

Apprenticeship Vacancy Form

Company Name	
Address	
Contact Name	
Contact Email	
Contact Number	

About the employer
<i>Brief overview of services offered</i>
What are you looking for?
<i>e.g., We are looking for a keen and enthusiastic apprentice to join our business based in Sheffield City Centre. You must be positive, supportive, and empathetic to our customers' needs.</i>

Apprenticeship Standard and Level (or role being advertised)	
Possible start date	
Anticipated duration	
Number of vacancies	
Annual Wage OR Hourly Wage	£
Pay frequency	Weekly Monthly

Usual hours of work							
Day	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Start and finish							
Lunch break (mins)							
Total hours per week							

<p>What will the apprentice be doing?</p> <p><i>Please provide a summary of duties (bullet points)</i></p>
<p>What is the expected career progression after this apprenticeship?</p> <p><i>e.g., progression to full time, promotion to a more senior level</i></p>

<p>Requirements and prospects</p> <p><i>Desired skills and personal qualities e.g., attention to detail, good communicator</i></p>
<p>Qualifications</p> <p><i>e.g., GCSE or equivalent Maths and English (Grade 4) Desired</i></p>