



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	Barbican Retail Administration Apprentice
Department	Commercial Development
Location	Barbican Centre
Responsible to	Retail Operations Manager
Responsible for	n/a

Purpose of Post

The apprentice will support the Barbican Retail Team with essential administration tasks and support the team with ongoing projects to improve the efficiency of the department. The apprentice will report to the Retail Operations Manager and will be provided with support and guidance required to progress their education whilst in the workplace.

There will be opportunities to support the Buying, Merchandising and E-Commerce teams as well as working closely with the management team to gain experience and knowledge of all the fundamental aspects that enable a retail department to run effectively.

Duties

Duties will vary on a day-to-day basis as directed by the management team and will include general administration tasks and some customer and supplier interaction.

1. To support the E-Commerce team with order fulfilment, copywriting and product uploads.
2. To support the Retail Buying Manager with administration tasks relating to product sourcing and product development.
3. To support the Retail Operations Management team with stock related tasks such as internal transfers, receiving deliveries and write offs.
4. To support the Retail Merchandiser with administration tasks relating to stock management, ordering and reporting.
5. To represent the Retail department in centre-wide meetings and briefings and building relationships with internal and external stakeholders.
6. To participate in stock take, assisting with stock counts and investigating discrepancies.



7. To provide ad hoc administration support to the remainder of the retail team, taking and circulating meeting notes and highlighting actions for follow up.
8. To comply with Health and Safety regulations, taking care to promote a safe and positive working environment.
9. To provide excellent customer service whilst on the shop floor, processing transactions and assisting with customer queries both in person and via email.
10. To assist with Visual Merchandising changes based on sales trends and centre programming.
11. To communicate progress of work to the team members and liaise with relevant colleagues from other departments.

To attend the workshops, meetings and training sessions delivered as part of the apprenticeship scheme as well as internal and external trainings where appropriate.



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:

What attracts you to the role at the Barbican Centre?

Question 2:

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

Question 2:

What interests you in this role this role?

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)