



REGISTRATION AND APPLICATION PROCESS FOR CITY BUILDING (GLASGOW) LLP APPRENTICE RECRUITMENT 2021

Timetable: (*candidates must be available on these dates)

Applications Open	Monday 3 rd May 2021
Applications Close	Sunday 27 th June 2021
Online testing*	Monday 12 th July 2021 to Friday 23 rd July 2021
Onsite testing*	Monday 26 th July 2021 to Friday 6 th August 2021
Final Interviews	Monday 30 th August 2021 to Friday 17 th September 2021
Start Date*	Monday 25 th October 2021

Candidates will only be able to apply for ONE vacancy with City Building; therefore it is important that you choose the Modern Apprenticeship that suits you best. It is advisable to have a look at all trades before making your final decision as duplicate applications will not be considered.

Please note there is a 60 minute time limit when completing your application. There is no alert that you are reaching the end of the 60 minutes and no message to advise if the application has timed out. To ensure your application has been accepted please make sure you check your application history. If the vacancy you have applied for is not listed here, then the application will have to be completed again.

Registration process:

- Please complete the Glasgow Guarantee online registration form on website <https://www.glasgowguarantee.org> and create your own username and password
- Please verify your email address
- Please confirm which sector you are interested in
- Please note non-school leavers are required to upload additional eligibility documents – proof of address, proof of ID and a completed referral form from their Employability Provider

At this stage all candidates should have access to their account and be able to view vacancies but they will be unable to apply for vacancies until their account has been approved by Glasgow Guarantee.

Criteria for School Leavers:

- Candidates must attend a Glasgow School, or live in Glasgow and attend a non-Glasgow school
- Candidates must have left school in the past 3 months, or should be eligible to leave school in the next 3 months.

Criteria for Non-School Leavers:

- Candidates must be unemployed
- Candidates must be living in the Glasgow City Council postcode boundary
- Candidates must be referred by a Glasgow Guarantee approved Employability Provider and assessed by them as being job ready

If you require further information in relation to the Glasgow Guarantee registration process, please contact guarantee@glasgow.gov.uk. If you require further information in relation to the City Building vacancy please contact cbapprenticerecruitment2021@citybuildingglasgow.co.uk