



## REGISTRATION AND APPLICATION PROCESS FOR CITY BUILDING (GLASGOW) LLP APPRENTICE RECRUITMENT 2023

### Timetable:

<b>Applications Open</b>	<b>Monday 10<sup>th</sup> April 2023</b>
<b>Applications Close</b>	<b>Monday 8<sup>th</sup> May 2023</b>
<b>Onsite testing</b>	<b>dates to be confirmed</b>
<b>Final Interviews</b>	<b>dates to be confirmed</b>
<b>Start Date</b>	<b>date to be confirmed</b>

**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.

Due to funding criteria, vacancies are open to the following candidates;

- 16-19 year olds
- 20-29 year olds with a disability
- 20-29 year olds who are care experienced

### 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 note non-school leavers are required to upload additional eligibility documents – proof of address, proof of right to work 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 College Leavers:

- Candidates must be living in the Glasgow City Council postcode boundary
- Candidates must be due to leave college in the next 3 months

### Criteria for Non-School/College Leavers:

- Candidates must be unemployed or underemployed (part-time or 0 hours contract)
- 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](mailto:guarantee@glasgow.gov.uk). If you require further information in relation to the City Building vacancy, please contact [cbapprenticerecruitment@citybuildingglasgow.co.uk](mailto:cbapprenticerecruitment@citybuildingglasgow.co.uk)