

Apprenticeship Vacancy Capture Form

Office use only			
EDRS		Vacancy No.	
Date forwarded to employer		Date received	

Employer Details	
Employer Name	
Employer Description	
Employer Website	
Employer Address & Postcode	
Employer Contact Details *	

Job Details	
Job Title *	
Short Description of Job Role *	
Full Description of Job Role *	
Weekly Wage *	
Weekly Hours *	
Working Week *	
Future Prospects	

Job Location *	
Job Location(s)	
Number of Vacancies	

Training Information *	
Learning Provider	Aston recruitment & Training Ltd
Sector	
Standard	
Vacancy Type	Apprenticeship
Training Provided	
Expected Duration *	

About the Candidate	
Skills Required	
Personal Qualities	
Qualifications Required	GCSE grade C; English & Maths?

Additional Details	
Important Other Information	
Reality Check	

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Supplementary Application Form Questions

Two Vacancy Specific Questions	
You have the opportunity to ask 2 questions of the Candidate which relate directly to the vacancy you are advertising.	

Key Dates *

Closing Date	
Interview Start Date	
Possible Start Date	

Application Route *

<input type="checkbox"/> Online via NAS website
<input type="checkbox"/> Online via employer website:

Source of Lead *

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* Indicates required information.

Completed on behalf of the employer by?

Date