## Springvale Employment & Learning Solutions

## SPRINGVALE LOGO USE

## Application for the Post of

**Apprenticeship NI Recruiter**

Completed applications should be returned by emailbyto: [**j.fegan@usdt.co.uk**](mailto:j.fegan@usdt.co.uk) **Closing date 24th March 2023 at 12 noon**

**Tel No: 028 90236677**

**Application Ref No: ANIRM23 /\_\_\_\_\_**

**NOTE: Please type this application. CV’s will not be accepted in lieu of**

**the application form**

**Forename:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Surname:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**National insurance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Tel No: H W** **M:\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_**

**Email: \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**How did you learn of this post?**

**Social Media** 🞏 **Communityni** 🞏 **NIJobs** 🞏

**Other (please specify)**

**COURSES AND/OR RELEVANT TRAINING UNDERTAKEN**

|  |  |  |
| --- | --- | --- |
| **Qualification** | **Training Provider or Examining Body** | **Grade**  (if applicable) |
|  |  |  |

**EMPLOYMENT HISTORY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Please give details here of all the positions held. Start with your present or most recent position and work back (please add attached sheet if necessary)** | | | | | |
| **Dates** | | **Name and Address of Employer and nature of business.** | **Position held** | **Salary** | **Reasons for leaving** |
| **From** | **To** |  |  |  |  |
|  |  |  |  |  |  |

**Essential (E)/ Desirable (D) Criteria:**

*The requirements for the post (details of which are on the Person Specification) are listed in this section. Please demonstrate clearly how and to what extent you meet each requirement in the correct section. It is the candidate’s responsibility to clearly demonstrate in the correct section how they meet the criteria to be shortlisted for interview.*

*Do not continue on additional pages or include any supplementary material – these will not be copied to the Selection Panel and therefore their content will not be considered.*

**Please demonstrate below:**

|  |
| --- |
| **(E)** Educated to HNC/HND in a Business/Sales subject **AND** at least 3 years current demonstrable experience in a recruitment/sales role |
| **(E)** Proven experience of working with both employers and clients |
| **(E)** A working understanding of the needs of employers in NI and the barriers that students might face when they gain full time work or a placement. |
| **(E)** Experience of working within a target driven environment responding to the needs of employers |
| **(E)** Experience of communicating effectively with clients and employers resolving issues and building relationships |
| **(E)** Valid driving license and access to car to complete duties |
| **(E)** Ability to establish new relationships with employers. |
| **(E)** Excellent written communication skills to include the ability to write high quality reports and plans. |
| **(E)** Ability to create innovative and engaging ideas and put these into practice through a robust employer engagement strategy. |
| **(E)** Excellent interpersonal, communication and influencing skills with a wide range of audiences. | |
| **(E)** Proficient ability to use MS Office to include word, excel, access, outlook, and PowerPoint. | |
| **(E)** Ability to gather and analyse market data. | |
| **(E)** Ability to work effectively and flexibly as part of a team and using initiative. | |
| **(E)** Excellent time management with excellent organisational skills and a proven track record of meeting deadlines. | |
| **(D)** Educated to Degree level in a Business/Sales related subject. | |
| **REFERENCES**  (Please give the name of two people who we will contact for a reference – one must be your most recent employer). Please note we will be contacting referees prior to interview unless otherwise advised by you.  NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_  POSITION \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_POSITION \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  TEL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TEL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  EMAIL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EMAIL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    **DECLARATION**  I hereby declare that the information given on this application form is to the best of my knowledge, true and correct. I also agree that any misrepresentations by me will lead to disqualification of this application, the withdrawal of any offer of employment or my employment being terminated without any obligation or liability to the Company other than for services rendered.  SIGNATURE: DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
|  | |