

MCL APPRENTICE RECRUITMENT PROCESS - Appendix 1

Step 1 Middlesbrough Council Departments or external employers establish there is an opportunity for an Apprentice. They would then contact a representative of the MCL apprentice team



Step 2 A meeting is arranged with relevant Manager/Employer to discuss apprentice/training requirements and rate of pay. Manager/Employer and a training centre representative to discuss and prepare apprentice job description and person specification



Step 3 MCL will place all apprentice vacancies onto the government Apprenticeship Vacancy Matching Service website, MCL website and MCL Facebook page. A link on how to apply for apprentice vacancies within Middlesbrough Council is also on North East Jobs Website



Step 4 The Apprentice opportunity is discussed with available apprentices/applicants who are also encouraged to apply for all vacancies



Step 5 MCL to identify suitable candidates from applicants for interview and carries out initial assessments



Step 6 The MCL apprentice representative sends details of shortlisted applicants to the Manager/Employer and together they arrange interview times and dates to interview candidates.
The Training Centre informs applicants of interview details.

Step 7 The Manager/Employer interviews candidates and decides upon successful candidate and informs MCL representative, also providing feedback to pass on to unsuccessful candidates. Employer is encouraged to contact unsuccessful applicants and provide feedback.

Step 8 The successful candidate is informed and an offer letter is sent to them and step nine commences

Step 9 Relevant checks are made eg Illegal Working, medical declaration, DBS where appropriate, reference checks etc

Start date confirmed with the Employer

Apprenticeship Employment via Middlesbrough Council a contract issued and new offer details and payment details are passed to Recruitment Services to set up salary payments. If external, Training Centre checks all above has been seen and issued.

MCL meets with Manager to finalise documentation

Apprentice induction is carried out prior to first day in employment.