



GUIDANCE NOTES FOR APPRENTICESHIP APPLICANTS

COMPLETING THE APPLICATION FORM

Note:

The Job Description and Supporting Questions can be found on the pages below.

Please ensure you answer the questions using the Supporting Information section on the application form.

To be eligible for an apprenticeship, you must be:

- 16 or over by the end of the summer holidays
- Living in England
- Not in full-time education at the time of applying
- For non-EU/EEA citizens – must have permission from the UK government to live in the UK (not for educational purposes), and have been ordinarily resident in the UK for at least the previous three years before the start of the apprenticeship

The job application plays a very important part in the selection process and will be used as the basis for shortlisting candidates for interview.

Make sure the information you provide is clear and accurate and that you submit your application by the closing date and time stated on the advert.

Personal details

Ensure that you fully complete this section and include your address, email address and a contact telephone number.

Referees

Complete details for both references who should not be related to you. If you are a school or college leaver, please give us the contact details of the head teacher/tutor and also the manager of your most recent work experience placement, if applicable.

Referees will not be contacted without your permission.



Education, qualifications, memberships and training

Give details of your education, qualifications as well as any professional memberships or other training you have attended.

Employment

If relevant, start with your most recent job, give a summary of all employment, including any relevant unpaid work. Please explain any breaks in employment dates. We reserve the right to contact former employers to verify information contained in your application.

Supporting information

Use this section to answer the questions given in the section below.

You may also wish to add additional information and provide examples, where possible, of skills, abilities, knowledge and experience outlined in the job description.

Include everything that is relevant – training and experience gained through out of work activities – as concisely as possible.

Be as specific as possible, we cannot guess or make assumptions, we will assess your application solely on the information provided.

Additional Information

Answer the questions in this section accurately and also advise us of any dates you are not able to attend for interview.

If you are shortlisted for interview, you will be asked to provide confirmation of your right to live and work in the UK.

Declaration

Read the declaration and tick the consent box at the bottom, **before submitting your application.**

Equal Opportunities form

Read the notes which are provided with the equal opportunities form before completing your application. This form will be kept separate from your job application to ensure that none of the information provided is used in the selection decision.

The information provided will be treated as strictly confidential and only used to monitor the fairness of our recruitment and selection procedures.



Offer of employment

Note that any offer of employment made by the City of London Corporation will be subject to receipt of the following documents:

- Proof of identity
- Proof of right to live and work in the UK
- Proof of current address
- Five years' employment history (where relevant)
- Two satisfactory references
- Satisfactory Disclosure and Barring Service (DBS) clearance (when required for the role)
- Medical assessment (which may include a medical examination by a Doctor named by the City of London Corporation)

Job Description

Job Title	Apprentice Gardener (Barbican Centre Conservatory)
Department	Facilities
Location	Barbican Centre
Responsible to	Gardening Team Leader
Responsible for	n/a

Purpose of Post

The apprentice will work alongside qualified staff carrying out garden maintenance duties involving temperate and tropical plants in the Barbican Conservatory. As well as some external plantings around the Centre. The apprentice will be provided with support and guidance required to progress their education.

The work is predominately located in the Barbican Conservatory maintaining a collection of mainly Temperate and Tropical plants. There are also two fishponds and a terrapin pool to oversee. The Conservatory is a venue for numerous and varied events, so the candidate must be comfortable working around members of the public in busy environment.

Duties

Duties will vary on a day to day basis as directed by staff and will include general amenity maintenance duties using hand tools and other seasonal horticultural tasks such as:

1. To utilise and grow plant knowledge and ability to identify plants.
2. To deliver planting and plant care.
3. To assist a member of staff with the day to day maintenance of the collection of Temperate and Tropical plants, and maintenance of Conservatory's ponds. This would include watering, feeding, weeding, cultivating, litter picking and sweeping, upkeep of fish and terrapins ponds as well as livestock.
4. To carry out general maintenance with hand tools including ground preparation for planting, digging, forking, hoeing, weeding, pruning, mulching, watering, sweeping and litter picking.
5. Other tasks will include:
 - Propagation: Taking cuttings and seed sowing



- Compost (growing medium) preparation
 - Potting up
 - Using hand tools: Digging, hoeing, pruning, and planting,
 - Rubbish disposal
 - Management of an integrated pest and disease programme (installation and monitoring of biological control).
 - Mulching
 - Pond maintenance, cleaning pumps and filters
 - Tending to livestock.
 - Using a dosing system for irrigation
6. To maintain some external areas around the Barbican Centre to ensure that all areas are presented at their best for the public and events.
 7. To learn about integrated pest control, disease control and other specific glasshouse practices.
 8. To comply with Health and Safety and COSHH regulations as well as CoL regulations.
 9. To provide excellent customer service to clients using the Conservatory and colleagues from the Barbican Centre.
 10. To communicate progress of work to the team members and liaise with relevant colleagues from other departments.
 11. To attend the relevant College training and all the internal and external trainings provided.



Supporting Questions

Include everything you think is relevant to answer the supporting questions below illustrating your skills, knowledge and experience. Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided.

Please enter your answers to the following questions in the Supporting Statement section on the application form.

Question 1:

What excites/ interest you the most in the horticulture?

Question 2:

What attracted you to work at the Barbican Conservatory?