



Funded by



Education & Skills  
Funding Agency



**Hoople**

Training and Education

**Please return this form to:**  
Hoople Training and Education  
Churchill House  
Venns Lane  
Hereford, HR1 1DE

**PRIVATE AND CONFIDENTIAL  
V 1.1**

## EMPLOYER VACANCY FORM

In order to ensure that you receive the best possible selection of candidates for your vacancy, please complete this form and return it to Hoople Training and Education at your earliest convenience. By completing this form, you agree for Hoople Training and Education to advertise your vacancy via the 'find an apprenticeship' website, with our current apprentices at our training centre, on our website and via our recruitment agency.

**Please ensure you read the full document for guidance on the funding in relation to your business.**

You may be contacted by the Skills Funding Agency (sometimes referred to as BlueSheep) regarding your EDRS number. This is a number generated for your company by the Skills Funding Agency that enables you to draw down apprenticeship funding. Most companies already have this number made for them but if you do not have one we will need to request it before we can officially advertise your vacancy.

### Part one: Employer details

<b>Employer name:</b>	
<b>Trading as (if different):</b>	
<b>Contact name:</b>	
<b>Position:</b>	
<b>No. of positions:</b>	

<b>Telephone number:</b>	
<b>Email address:</b>	
<b>Website:</b>	

<b>Employer address and postcode:</b>

#### **About you – tell us a bit about your business**

When were you established? What do you specialise in? Are you a local or national company? This does not need to be lengthy, but candidates will see it to get a feel for the business before they apply.

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### Part three: Vacancy details

Job title:

Paid hours per week:

Hourly rate:

Closing date for applications:

Possible start date:

Vacancy short description:

Working week: (eg 37.5 hrs, Mon–Fri, 9–5pm)

Vacancy full description: (please outline roles and responsibilities in list format)

### Part four: Training details (to be completed by Hoople Training and Education)



Training to be provided:

Apprenticeship title:

Apprenticeship level:

Intermediate:

Higher:

Advanced:

Degree:

Apprenticeship type:

Framework:

Standard:

Hoople contact name:

Hoople contact telephone number:

Hoople contact email address:



**Desired skills required: (eg computer literate, effective customer service, good communication)**

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**Desired personal qualities: (eg positive attitude, motivated, enthusiastic)**

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**Desired qualifications required: (minimum grades/qualifications required for the role—please be realistic)**

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**Future prospects: (eg the possibility of a full time post upon completion of the apprenticeship)**

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**Things to consider as part of the role: (optional)**

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**Extra questions you'd like to ask the candidate: (optional)**

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## What happens next?

Generally we advertise vacancies for three weeks on the Find an Apprentice website as well as our Hoople recruitment website and social media pages. We will let it close after this period so your applicants can be checked for funding eligibility and suitability against your job description.

- If your post proves very popular, we would look at closing the vacancy early to enable us to look through your applicants and ensure the candidates are right for your post.
- Should you not get the expected volume of applicants, we will extend the vacancy for another three weeks and update you with progress. You can withdraw your vacancy at any time during the process.

Hoople Training and Education can complete an initial interview of candidates that have applied for your post. We would then put you in contact with the candidates we would consider suitable to shortlist for you to arrange the next interview. Alternatively, we can send you the application forms for your role once we have completed our application screening process – you can then arrange and complete the interviews with the candidates yourself. A representative from Hoople Training and Education can be on your interview panel, if you wish.

Once you have completed your interviews you will be expected to notify the candidates and your representative at Hoople Training and Education of the outcome. We will also ask you to complete a feedback slip for each candidate that you interview so we can support the candidates with their future applications.

When your successful candidate accepts the post, we will contact them with up to two enrolment days for them to attend at a Hoople Training and Education centre. An assessor will aim to be with you within ten days of the enrolment session to begin work towards the qualification. You will need to ensure your candidate is offered a contract of employment and source appropriate references prior to their start date.

What are the training fees for our business?

All current Apprenticeship Frameworks and new Apprenticeship Standards have been allocated to one of 15 new funding bands, which identify the level of government funding available for that particular Framework or Standard. The new funding reforms require some employers to make a financial contribution to the cost of training any apprentices taken on after the 1st of May. This will depend on the apprentice being taken on and the size of your business.

For small employers (employing less than 50 people)

If you recruit an apprentice who is 18 or under at the start of their apprenticeship, or an apprentice who is aged 19 to 24 and has previously been in care or who has a Local Authority Education, Health & Care Plan (EHP) then you will not have to pay anything towards the cost of apprenticeship training. You will also receive £1,000 from the government to help towards your additional costs in supporting that apprentice, paid in equal instalments after 3 months and 12 months.

If you recruit a candidate who is 19 years or older at the start of their apprenticeship, and doesn't fall into the categories above, then you will be required to pay 10% of the full cost of the training, as defined by the relevant funding band that the apprenticeship has been allocated to. The government will cover the remaining 90% of the training costs.

For medium sized employers (employing 50+ people with an annual wage bill of less than £3m)

You will be required to pay 10% of the full cost of the training for the apprentice, regardless of their age. The government will cover the remaining 90% of the training costs.

If you recruit an apprentice who is 18 or under at the start of their apprenticeship, or is aged 19 to 24 and has previously been in care or who has a Local Authority Education, Health & Care Plan (EHP) then you will receive £1,000 from the government to help towards your additional costs in supporting that apprentice, paid in equal

instalments after 3 months and 12 months. This £1,000 can be used to offset your initial 10% contribution.

For large employers (annual wage bill greater than £3m)

Large employers are required to pay the apprenticeship levy, regardless of whether or not you take on any apprentices. The levy is calculated as 0.5% of that part of your annual wage bill that is over £3m. Your annual wage bill for levy purposes is calculated only on employees with an English home postcode. The levy is paid through the PAYE system and the monies are deposited into an on-line digital account known as the Apprenticeship Service (AS), and can be used to pay for some or all of the costs of training. Further information on the Apprenticeship Service can be found at <https://www.gov.uk/guidance/manage-apprenticeship-funds>. As a large employer, you will be required to pay 100% of the cost of training for the apprentice, regardless of their age.

If you recruit an apprentice who is 18 or under at the start of their apprenticeship, or is aged 19 to 24 and has previously been in care or who has a Local Authority Education, Health & Care Plan (EHP) you will receive £1,000 from the government to help towards your additional costs in supporting that apprentice, paid in equal instalments after 3 months and 12 months.

## Part seven: Declaration

In signing this form, you confirm that you have read and agree to the following terms and conditions:

- Hoople Training will identify potential apprentices for direct employment with the employer.
- This service is to provide applications/CVs of candidates who appear to meet the criterion that is set by you the employer.
- Candidates are not referred to one individual employer only and may be referred to a number of potential employers.
- The employer must notify Hoople Training and Education as soon as possible if a vacancy is no longer available.
- If you appoint an apprentice via our service you agree to use Hoople Training and Education for the successful candidate's apprenticeship training.
- The complimentary apprentice recruitment service offered by Hoople Training and Education is solely intended for recruitment of an individual apprentice onto one of the apprenticeship programmes we offer. If, however, an applicant managed by Hoople Training and Education is offered employment **without** joining the Hoople apprenticeship programme, then your organisation will be subject to pay a recruitment fee of £700.
- You agree that you will not pass on candidate information to any third parties and that you will destroy all such information immediately if you decide not to hire a candidate.
- You must only send us advertisements for apprenticeship vacancies and not for any other type of vacancy. You accept all responsibility and liability for the content of any advertisement and for ensuring that such adverts are legally compliant and do not breach any employment or discrimination requirements or advertising codes.
- Hoople Training and Education will have no liability for any hiring decisions you may make and you are responsible for satisfying yourselves as regards candidate's suitability and eligibility for employment and for making reference, qualification or background checks.

X
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<b>Date of signature:</b>

Please sign above