



APPRENTICESHIPS – BUILD YOUR CAREER

An apprenticeship with us is a real job with fantastic career prospects. We work throughout London and the South East delivering innovative infrastructure projects through our unique self-delivery model.

Life here is fast paced and challenging. It's a great environment where you can expand your knowledge and enhance your skills every day. We can provide you with all the hands-on experience you'll need working alongside our successful team. We are focused on new ideas, continued growth and improvement; therefore, we are looking for committed and hardworking apprentices who are serious about launching their career with us.

As an apprentice you could train and qualify in a range of disciplines such as Civil Engineering, Quantity Surveying, Plant Maintenance, Highways Maintenance, Street Lighting, Accountancy, Traffic Management, Asphalt & Aggregates, CAD, and Supervising teams and projects.

You will have hands on experience from day one as a valuable member of our team receiving on-going training at work alongside skilled and experienced colleagues, as well as learning in a college environment.

Working collaboratively with the Construction Industry Training Board and other local approved further and higher education establishments we offer GCSE and A' level entry opportunities as an alternative to sixth form or university studying programmes to between level 2 and level 6.

We can offer you the opportunity to be involved in high profile schemes and projects, and be part of a growing and successful organisation. In addition, our apprentices receive a generous basic salary, performance related bonus, great benefits, a business orientation programme, and a fulfilling career.

OUR OPPORTUNITIES

LEVEL 2

Entrance criteria for a level 2 apprenticeship includes a successful interview, GCSE Maths and English grade 3/D or above (or equivalent) and evidence of study or work experience in a practical subject area.

Highways Maintenance Operative / Highways Surfacing Operative (London & South East)

Highways Maintenance Operatives ensure that roads, pavements, motorway networks and other surfaces are well maintained. This includes building brand new roads and widening, repairing and resurfacing existing networks. You will gain experience and skills working on planned schemes and reactive repairs whilst learning about crucial health and safety on site. You will need to be prepared to work outside in all weather conditions in what can be a physically demanding job and be flexible to cover a range of shifts over 24 hours.

Applicants must be 18 years old by September 2018.

Plant or Transport Maintenance Mechanic (Dartford / Heathrow/ Theale)

Working in one of our workshops ensuring that our commercial transport fleet, or the heavy machinery and equipment used during construction projects – such as excavators, earth movers, forklifts, telescopic handlers and dumper trucks – are well maintained so they work efficiently and safely.



Mechanical Engineer (Heathrow or Theale)

Mechanical engineers install and repair plant, machinery and parts. Working at one of our state of the art asphalt plants you would ensure that our operation is able to achieve optimum production by maintaining all equipment to a high standard so that the plant works efficiently and safely. This apprenticeship will provide you with the skills you need to carry out preventative maintenance, attend and resolve breakdowns, and complete mechanical repairs.

Street Lighting Operative (Erith, Chelsea or Merton)

Street lighting electricians get involved in all sorts of street lighting and highways activities, from installing and replacing lighting columns and street furniture, through to carrying out maintenance and repair work and fault finding. Working with a skilled team carrying out planned and reactive works you will be on duty to cover a range of shifts over 24 hours working outside in all weather conditions.

Traffic Management Operative (Chelsfield)

Traffic Management Operatives work as part of a team that installs, maintains, and removes temporary traffic management systems using traffic lights, cones, signs, frames, sandbags and other equipment on both high speed and low speed roads ensuring the safety of other highways workers. You will undertake a range of short courses to gain your Traffic management Lantra qualifications. Working with a skilled and experienced team you will cover a range of shifts over 24 hours working outside in all weather conditions.

Applicants must be 18 years old by September 2018.

CCTV Drainage Engineer (Chelsfield)

CCTV drainage engineers work with our cleansing utilities team using state of the art equipment to survey drainage systems analysing pipe conditions and reporting on the condition and works required. This is an interesting and unique position key to keeping drainage systems working.

LEVEL 3

Entrance criteria for our level 3 apprenticeships is a successful interview plus 5 GCSE's including Maths and English at grade C/4 or above, (or equivalent) – plus 2 A' levels (or equivalent) - GCSE in ICT would also be helpful.

Finance Assistant (Sevenoaks)

Finance Assistants support the day-to-day tasks of our busy finance team helping them to maintain records and meet month end deadlines. We are looking for someone with a strong sense of responsibility, accuracy and attention to detail and who wishes to develop their career in finance and accountancy. ***Qualifications in Business Studies would also be helpful.***

IT Helpdesk Technician (Sevenoaks)

Our professional IT team support every area of the business to run smoothly. IT Helpdesk Technicians are the first point of contact between company IT users and the technical IT team. They need to have great customer focus and robust attention to detail. A good IT helpdesk Technician will investigate issues thoroughly, ask pertinent questions and be able to determine precise details of the user's problem to efficiently resolve the problem themselves or seek assistance from more experienced team members.

Trainee Supervisor (Richmond)

Working with our term maintenance teams delivering highways planned projects and reactive works, you will learn about how this core part of our business works and how to lead and manage our skilled team to deliver great work for our clients. Working on site, at our offices and at our clients premises you will work with a team that delivers unique and challenging highways projects throughout London.



GIS / Data Processor Assistant (Hickstead or Sevenoaks)

Our cleansing teams collect and analyse data from Geographic Information Systems (GIS) in order to provide accurate information to our clients. The apprentice GIS assistant will work closely with our GIS analyst to collate and inspect data, optimise work programmes and report on works progress. You will need excellent IT skills, great attention to detail and the ability to work and learn in a busy environment.

CAD Technician (Sevenoaks)

Working with our traffic management division you will learn how to create Computer Aided Design drawings to exacting standards. This role is mainly office based in Sevenoaks and will have some site based work to ensure that you understand the operation and how the work you do impacts on its success.

LEVEL 4/5/6

Entrance criteria for a level 4, 5 or 6 apprenticeships is a successful interview plus 5 GCSE's including Maths and English at grade C/4 or above, and 3 A 'levels grade C or above (or equivalent level 3 qualification)

Civil Engineer – Ealing / Sevenoaks / Westminster

Civil Engineers deliver the design, construction and management of a variety of projects, from widening a motorway to building the world's tallest structure. They use the most advanced technology and scientific principles to solve many of the challenges they encounter, such as reducing pollution and protecting structures from the weather.

Quantity Surveyor (Chelsea, Southwark or Sussex)

Quantity Surveyors manage the costs for construction projects from the initial stages right up to completion. Quantity Surveyors need to make sure that a project meets legal and quality standards, and that the client gets good value for money. You will be working on site, at our offices and visiting client premises.

Asphalt Commercial Assistant (Sevenoaks)

Our Asphalt and aggregates commercial team work together to ensure that we have great relationships with our customers, secure new business, and grow our client base. This is not a sales job. You will work closely with the team learning every aspect of what they do and what makes this division so successful. You will develop your operational understanding and your business acumen by working alongside the experts.

Business Systems Analysis Assistant - Asphalt & Aggregates (Sevenoaks)

Working closely with our A&A team you will support information systems development projects, support an efficient operation through direct systems user support, development of documents, requirements analysis, and programme testing. You will need to have great customer and commercial focus, have an enquiring mind, and great attention to detail. Ideally your A 'levels will include ICT and Business Studies.





APPRENTICE APPLICATION FORM 2018 Closing date: Friday 06 April 12:00

Please complete this form and return to apprentice@fmconway.co.uk

YOUR DETAILS

First name	Surname	Which borough do you live in?	Highest qualification level achieved	Email address
Telephone number	Mobile number	Postal address & postcode		

The apprenticeships I am interested in are:		I can work in these locations:	
1		1	
2		2	

Please complete below further information to help us understand your suitability for this position:

Do you hold a valid UK driving license?	Yes/No	Do you own a car?	Yes/No
When will you be available to start?		Do you have any convictions which are not spent or are exempt from the Rehabilitation of Offenders act?	Yes/No
If you are related to anyone who works at FM Conway Ltd, please tell us who that is, what their relationship is to you, and where they work:	Yes/No	Have you ever been employed by FM Conway Ltd previously? If yes, please provide details:	Yes/No
How did you hear about our opportunities?		Are there any special considerations or adjustments that you will require if you are asked to attend an interview?	Yes/No
Do you have the right to work in the UK?	Yes/No		

School/College attended including dates	Subjects studied	Qualification level (GCSE/A Level etc.)	Grade/predicted grades & date attained



Your employment history (please give details of your most recent employment/work experience first)			
Name and address of employer	Position Held	Reason for leaving	Dates to and from

Please use the space below to explain how you meet the requirements for this position as outlined in the description of the apprenticeship. Please draw on your first-hand experiences, qualifications, skills, interests and achievements. Please use a separate sheet if necessary.

PRIVACY NOTICE

How will we use the information provided on this form?

FM Conway Ltd takes your privacy seriously and will only use your personal information to process and consider your application. This may include sharing your details with managers in our business that have recruiting authority for the position(s) for which you have applied, and may include using your anonymised data to demonstrate from which geographic locations we attract applications. Your personal information will not be shared with any third party outside of our business and will be retained by us according to our data retention policy.

If you are aged under 18 years old at the time of your application, please ask a parent or guardian to sign your consent statement below on your behalf.

I agree (If under 18 signed by _____ on behalf of _____)

Signed _____

APPLICANT ACKNOWLEDGEMENT

I certify that to the best of my knowledge the information provided on this form is correct and true and can be treated as part of any subsequent employment contract, and I understand that falsification of information may lead to my dismissal from FM Conway Ltd if I am appointed.

SignedName..... Date.....

Please return this application form by email to apprentice@fmconway.co.uk, or by post to: Apprentice Recruitment, FM Conway Ltd, Conway House, Vestry Road, Sevenoaks, Kent TN14 5EL