

## Apprenticeship Application Form

Please email the completed form to:

### APPRENTICESHIP DETAILS

Type of apprenticeship applied for:

*Mechanical Fitter, Electrician, Electronics Engineer, Machinist or Fabrication and Welding*

### PERSONAL DETAILS

Title:	Forename (s):	Surname:	
Permanent Address:		Parent / Guardian Address (if different):	
Postcode:		Postcode:	
Telephone number <i>(including area code)</i>		Telephone number <i>(including area code)</i>	
Mobile number		E-mail address	
I agree and support this application: <i>Signed by Parent/Guardian (if applicant under 18 years of age):</i>			
National Insurance Number			
Next of Kin <i>(Please print name / relationship)</i>			

**ADDITIONAL DETAILS (Please highlight your choice)**

Are you eligible to work in the UK?	Yes	No
Do you require a work permit?	Yes	No
	<i>If yes, please give details below</i>	
Do you hold a current full driving licence?	Yes	No
Do you have any current endorsements?	Yes	No
	<i>If yes, please give details below</i>	

**ADDITIONAL DETAILS (Please highlight your choice)**

Do you require any special arrangements to be made for your interview on account of disability?	
Yes	No
<i>If Yes, please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your interview and thus meet our obligations under the Equality Act 2010.</i>	
Have you ever been convicted of a criminal offence?	
Yes	No
<i>If Yes, please give details of any unspent convictions. Spent convictions do not have to be declared as the job is not one covered by the Exceptions Order.</i>	

**SCHOOL / COLLEGE DETAILS AND QUALIFICATIONS**

School / College Name & Address and Dates attended from / to	To be Taken				Taken			
	Subject	Type & Level **	Date of Exam	Grade Expected ***	Subject	Type & Level **	Date of Exam	Grade

\*\* e.g. 'GCSE' or 'A' or 'AS' Level; GNVQ Intermediate; GNVQ Advanced etc.

\*\*\*Please write **(M)** against Grades from any 'Mock' exams you have actually taken or **(P)** against predicted grades

Please give details of any courses / training you have undertaken.

Institute / Provider	Qualification / Course Name	Level	Date Achieved

## PREVIOUS EMPLOYMENT OR WORK EXPERIENCE

Please give details of any employment you have had, including any voluntary work, part-time jobs or work experience placements.

Dates from / to		Employer / Location	Position Held	Description of Work

## HOBBIES & INTERESTS

Your hobbies / interests:

Any positions of responsibility held:

Any awards achieved:

## CAREER CHOICE

**Example:** *Mechanical Fitter, Electrician, Electronics Engineer, Machinist, Sales, Service Engineer*

Describe what has led you to these choices:

## SELF - ASSESSMENT

The purpose of this section is to help you think about the skills needed in the job(s) you have applied for.

Your answers to this section are important and we may ask you to expand on your answers at interview. Try to give clear and relevant examples, identify clearly what you did personally, and specifically how you contributed. If you find you need more space, please continue on a separate sheet of paper, write your name on the top and attach it securely to this Form.

### **PRACTICAL SKILLS AND PROBLEM-SOLVING**

*Please give an example of a practical task you have undertaken; how you planned it and how you overcame any problems or challenges you encountered. Examples can be from School, College, Work, Hobbies etc.*

### **WORKING IN TEAMS**

*Please give an example of an occasion where you have supported, co-operated and worked alongside others in a team or in a group of people to achieve a common goal. Describe your role in the team and how you contributed to the team's success. Give details of an instance of when you needed to seek help from a teacher or supervisor.*

### **EFFORT AND APPLICATION**

*Describe an occasion when you had to undertake a task you disliked. How did you cope and did you finish it successfully? What personal characteristics do you think you had to use to undertake the task and overcome any obstacles?*

### **COMMUNICATION WITH OTHERS**

*Please give examples of where you have had to send and receive information to and from others, for example oral presentations, written reports, school/college group meetings, group discussions and debates etc.*

**REFERENCES**

Please give details of two referees, one of whom should be your current or most recent employer or school/college tutor (school/college leavers only).

Do you have any objection to your referees being contacted? If Yes, no contact will be made without your prior permission.	Yes	No
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Title: Name: Company Name <i>(if applicable)</i> :  Address:   Telephone Number <i>(including area code)</i> :  Email Address:  Relationship / Occupation:	Title: Name: Company Name <i>(if applicable)</i> :  Address:   Telephone Number <i>(including area code)</i> :  Email Address:  Relationship / Occupation:
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**DECLARATION**

Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998. Individuals have, on written request the right of access to personal data held about them.

I/We hereby give my consent to AMP-Rose processing the data supplied in this application form for the purpose of recruitment and selection.

I/We confirm to the best of our knowledge and belief that all information given in this form and any attachments thereto are correct and, if it is subsequently discovered that false or misleading information has been given, this may subsequently lead to the company terminating the apprenticeship.

..... Signature of Applicant (Type/Print acceptable)  Date:	..... Signature of Parent / Guardian <i>(If under the age of 18 years)</i>  Date:
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**EQUALITY OF OPPORTUNITY IN EMPLOYMENT MONITORING INFORMATION**

AMP-Rose is an equal opportunities employer and all of our applicants will receive equal treatment irrespective of race, colour, nationality, ethnic or national origins, religion or belief, sex, sexual orientation, marital status, age, disability or membership or non-membership of a trade union.

To help AMP-Rose monitor the effectiveness of the policy on equality of opportunity in employment, please provide the information requested below. This information will be kept in strict confidence and used for statistical purposes only.

Please note, the provision of information in Section D is entirely voluntary and, if you choose not to do so, this will not be held against you when considering your suitability for the job.

Thank you for your co-operation.

Sex:	Male	Female
What is your ethnic group? Choose <b>ONE</b> section from 1 to 5, then pick the appropriate box to indicate your cultural background.		
1. White	Scottish	Other British      Irish
<i>Any other White background, please write in:</i>		
2. Mixed		
<i>Any other Mixed background, please write in:</i>		
3. Asian, Asian British or Asian Scottish	Indian	Pakistani      Bangladeshi      Chinese
<i>Any other Asian background, please write in:</i>		
4. Black, Black British or Black Scottish	Caribbean	African
<i>Any other Black background, please write in:</i>		
5. Other Ethnic Background	Gypsy Traveller	
<i>Any other Ethnic background, please write in:</i>		
Are you entitled to work within the United Kingdom?	Yes	No
(Please Note, if you are invited to attend an interview you will be asked to produce supporting evidence)		
Age Group – please tick to indicate which age group you fall within:		
Under 18 Years old	18 to 64 Years old	65+ Years old