

## **Apprentice Application Form Guidance Notes**

### **General Points**

You are responsible for ensuring that you complete all sections of the application in sufficient detail. The form is used to assess you against the relevant criteria detailed in the person specification. If little or no information is provided on the application, it will not be possible to assess your suitability and progression to interview will be unlikely.

Please note:

- We do not accept CVs – you must complete the application form
- Complete all sections as clearly and as fully as possible
- Make sure you refer to the person specification when completing your application
- Make sure your application is returned by the closing date
- Keep a copy of your application; it will be useful to refer to it to prepare for interview if you are short-listed
- All job offers are conditional and subject to satisfactory pre-employment checks including references, DBS check (if applicable), proof of ID, qualifications (if applicable) and medical clearance

The application form and guidance notes are available in alternative formats e.g. Tape, Braille and large print. Should you require an alternative format, please contact Xentrall Recruitment Services on 01642 526992.

### **Personal Statement**

This is your opportunity to tell us why you are suitable for the apprenticeship. Please answer each of the two questions in 150 to 300 words.

- **Why would you like an apprenticeship with Darlington Borough Council?**
- **Why do you want to be an apprentice in this work area?**

The person specification lists the essential and desirable criteria which you will be assessed on during the selection process. Ensure you provide the necessary evidence to show you meet the criteria.

Consider what you have done at home, at school, at college, in paid or unpaid work, or in a hobby.

Examples from these different environments will be useful to show how you meet the criteria on the person specification.

### **Education and Training**

If you have not yet left school / college, please detail your intended leave date.

Please complete these sections fully.

- Qualifications – include all formal qualifications you have / are undertaken
- Other qualification – outside of school e.g. first aid
- Any other training or previous employment – include work experience, part time work etc.
- Previous apprenticeships completed – include type and level
- Clubs or societies you have belonged to – both in or out of school
- Any other achievements – both in or out of school

### **References**

If you are a school or college leaver you are required to provide full contact details of one independent referee and this can be your head teacher or tutor.

All other applicants will need to provide full contact details for two independent referees. One must be your current or most recent employer and the second should be a previous employer or someone who can provide objective information about you that is relevant to the post.

Relatives and close friends will not be accepted.

Please contact your referee when you complete your application to let them know that you want to give their name and ensure that they are willing to act as a referee. Please note: we will only contact your referee if you are offered an apprenticeship.

### **Disclosure Information**

Please only complete this section if it states on the job description that you need a DBS certificate.

### **Relationships**

We need to know if you are related to a Councillor or an employee of the Council. This is to ensure that you are neither disadvantaged nor favoured in your application. You must not canvass either a Councillor or Council employee to gain employment. This will disqualify your application.

### **Recruitment Equality Monitoring**

As an equal opportunities employer, the Council welcomes applications from all sections of the community, regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

The information we gather on the Recruitment Equality Monitoring form will be used only to monitor the diversity of applicants, in line with the Council's Equal Opportunities Policy.

### **Disability**

The Council is a Disability Confident Employer and undertakes to interview any applicant who declares a disability and who meets the essential (minimum) criteria for the job.

The information you provide in this section is used for the following purposes (where relevant):

- to take positive action in supporting employment for disabled people;
- to establish whether we need to make adjustments to enable you to take part in the selection process;
- to establish whether you will be able to carry out a function that is intrinsic to the work concerned;
- to establish that you have a disability where this is an occupational requirement.

Please refer to Section 60 of the Equality Act 2010 and to the information provided via the link below regarding medical conditions which automatically qualify individuals as having a disability.

<http://www.acas.org.uk/index.aspx?articleid=5847>

### **Eligibility to Work in the UK**

To ensure the Council complies with legislation, you will be required to provide documentary evidence (e.g. Passport or full birth certificate and National Insurance number) showing that you are entitled to work in the United Kingdom. If your Right to Work is subject to any restrictions (e.g. you have a Work Permit), you should provide full details, including any expiry dates.

### **Data Protection Information**

Darlington Borough Council is committed to keeping your data and privacy safe – we take protecting the data of all applicants very seriously. Further information on the Council's privacy statements relating to the retention and processing of information you provide as part of the application process is contained in the privacy statements published on the Data Protection pages of the Council's website.

By applying for a job, the Council will undertake necessary checks to assist with the recruitment process including contacting referees, checking employment status and eligibility to work in line with national guidance and statutory requirements. This information will also be used as required should an applicant be employed.