

Redcar and Cleveland Borough Council Apprenticeships
Apprenticeship Application Form
Guidance Notes

When completing your Application Form, consider the following points:

It is your responsibility to ensure 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 job description and 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:

- 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.
- We do not accept CVs – you must complete the application form.
- Complete all sections as clearly and as fully as possible.
- Make sure your application is returned by 12 noon on 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 certificates and medical clearance.

Position Applied For	<ul style="list-style-type: none"> • Please ensure you clearly state which apprenticeship vacancy you are applying for. • Use the same wording on the top of the Job Description. • If you are applying for more than one apprenticeship vacancy please complete a separate application form for each job.
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Personal Details	<ul style="list-style-type: none"> • Complete all sections clearly.
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Education Record	<ul style="list-style-type: none"> • Complete all sections clearly and as full as possible. • If you have further qualifications which you are unable to fit on the application form, please provide the information on a separate sheet. • Your education record can include school, college and university. • Please include relevant short courses you may have attended, i.e. first aid training.
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Employment History	<ul style="list-style-type: none"> • Complete all sections clearly and as full as possible • If you have additional employment history which you are unable to fit on the application form, please provide the information on a separate sheet. • All work experience is relevant, including work placements (as short as 1 week), paid, unpaid work or part-time jobs.
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Hobbies/Interests	<p>To answer the question fully, think about the following:</p> <ul style="list-style-type: none"> • What are your hobbies and interests? • Consider what you have done at home, at school, at college or in a hobby • What do you do in your spare time? • How do you spend your weekends? • What interests you? • Are you a member of a team? • Do you attend any clubs?
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Career Objective	<p>To answer the question fully, think about the following:</p> <ul style="list-style-type: none"> • Where do you see yourself after you have completed your apprenticeship? • Where do you see yourself in 5 years time? • Do you have any life ambitions or plans for the future?
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Skills and Experience	<ul style="list-style-type: none"> • This is your opportunity to tell us why you are suitable for the apprenticeship. • What interests you about Redcar and Cleveland Borough Council's apprenticeships? • Think about your achievements – both in and out of school.
Availability	<ul style="list-style-type: none"> • If you are currently working, are you required to give your current employer notice, to terminate your contract?
Work Permits	<ul style="list-style-type: none"> • Please complete as per the application form questions. • 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.
Disclosure & Barring Service	<ul style="list-style-type: none"> • Please ensure you declare if you have any convictions, cautions, reprimands or final warnings. Failure to declare these may result in the cancellation of any job offer. • DBS checks will be sought if you are applying for a position working with children or vulnerable adults.
Children In Our Care/Care Leaver/Education, Health and Care Plan	<ul style="list-style-type: none"> • We are committed and have a Corporate Parenting role with our TARGET leaving care teams within the Organisation. You are not obliged to answer this question, however if you are a Child in Care/Care Leaver or have an Education Health and Care Plan, please tick this box as you will be guaranteed an interview if you meet the minimum shortlisting criteria.
References	<ul style="list-style-type: none"> • Please ensure you provide full details of two references. Examples include: <ul style="list-style-type: none"> ✓ A previous/current school teacher, head of year, form teacher, head teacher, ✓ A previous/current college or university tutor, ✓ A manager from a short work experience placement, ✓ Youth Employment Initiative advisor, ✓ A current or previous employer, this can also include Saturday or other part-time jobs, ✓ Youth Leader, ✓ Leader of a club you attend, ✗ Family members, friends and people with whom you live with are not suitable references and 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 tick the box on the application form if you are happy for us to contact your referee prior to a job offer.
Relationships	<ul style="list-style-type: none"> • 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.

If you have any questions or are unsure about any aspects of the application form please contact the Apprenticeship Team on:

Tel: 01642 444464 or alternatively email: apprenticeship@redcar-cleveland.gov.uk