

**Apprenticeship Application Form**

Please ensure all relevant sections are completed, applications will not be considered if the form in incomplete

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| **Please detail which opportunity you are applying for:** | |
| **Job Title:** |  |

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| **Personal Details** | | | |
| **Forename:** |  | **Surname:** |  |
| **Address:** |  | **Phone number (Home):** |  |
| **Phone number (Mobile):** |  |
| **Email address:** |  |

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| **Personal Statement:**  Please use this section to tell us why you are interested in this apprenticeship opportunity, what experience you have, and **how you meet the essential requirements** detailed in the job advertisement and Job Description / Person Specification where appropriate. |
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| **Qualification Details** | | | |
| **Do you hold an English & Maths Qualification at Level 2 or above (GCSE Grade C or equivalent)?** | | | |
| **English** | *Select from drop down* | **Maths** | *Select from drop down* |

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| **Please detail any other qualifications you have:** | | | | |
| **Subject**  **e.g. ICT** | **Level**  **e.g. GCSE, A-Level** | **Grade/Result** | **Obtained** | **Expected** |
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| **Work experience** | | |
| **Name of employer** | **Main duties** | **Dates of employment** |
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| **References:**  Please give full contact details of two independent referees. These can be an employer, your Teacher / Tutor from school / college, or a Club / Society Leader (if applicable). Please note: references cannot be provided by friends or relatives. | |
| **Reference 1:** | **Reference 2:** |
| Name: | Name: |
| Address: | Address: |
| Email address: | Email address: |
| Phone number: | Phone number: |
| Relation: | Relation: |



**EQUALITY AND DIVERSITY MONITORING FORM**

**This information will be removed before the selection process**

**and is only collected for data analysis purposes and is optional**

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| **Gender:** | *Select from drop down* |
| **Age Range** | *Select from drop down* |
| **Ethnicity** | *Select from drop down* |
| **Disability**  We are a Disability Confident Employer and undertake to Interview any applicant who declares a disability and who meets the Essential (minimum) criteria for the apprenticeship. | Do you consider yourself to be a person with a disability as described in Section 60 of the Equality Act 2010 or do you have a medical condition which automatically qualifies you to have a disability as defined in the Equality Act 2010?  *Select from drop down* |

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| **Where did you see this post advertised?** | *Select from drop down* |

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| **Nationality** |  |

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| **Eligibility to work in the United Kingdom** | |
| To ensure the Council complies with legislation, you will be required to provide documentary evidence showing that you are entitled to work in the United Kingdom. | |
| Please provide your National Insurance number |  |
| Are there any restrictions regarding your right to work in the UK? | *Select from drop down* |
| If yes, please give details: | |

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| **Relationships** | | | | |
| Are you related to any Elected Member / Senior Officer of the Council? |  | Yes |  | No |

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| **Disclosure Information** – only applies if the post requires a Disclosure and Barring Service (DBS) check. | |
| The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website. | |
| Do you have any convictions, cautions, reprimands or final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198? ***Select from drop down*** | |
| If yes, please specify giving dates: | |
| Do you have a DBS certificate? | *Select from drop down* |

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| **Data Protection Information** |
| We are 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 available on the Council’s website. |

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| **Declaration** | | | |
| I declare that the information given in this application is true. I have not canvassed directly or indirectly any Elected Member or Officer of the Council, nor will I do so. I understand that any falsification of information will be judged as serious misconduct and may result in dismissal. | | | |
| Signature: |  | Date: |  |

**Please return this form by email to:** [**apprenticeships@stockton.gov.uk**](mailto:apprenticeships@stockton.gov.uk)

**Or by post: HR Team, 1st Floor, Municipal Buildings, Church Road,**

**Stockton-On-Tees, TS18 1LD**