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**Northumberland County Council Apprenticeship Programme Application Form**

Our Apprenticeships are structured training programmes which give you the opportunity to gain on the job experience whilst working towards a recognised apprenticeship standard. They help you gain the skills and knowledge you need to succeed in your chosen industry.

Getting into employment earlier means there's lots of potential for you to progress in your career quickly. Our apprentices have the support of a mentor throughout the programme who will offer information, advice and guidance throughout the apprenticeship.

**Working for Northumberland County Council means that you are part of our vision to be**

**‘One Council that Works for Everyone’**

If you want to kick start a rewarding career with us via the Apprenticeship Programme, please complete the application form below:

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| **Personal Details** | | | | | | |
| First Name: |  | | | | | |
| Surname: |  | | | | | |
| Date of Birth: |  | | | | | |
| Address: |  | | | | | |
| Postcode: |  | | | | | |
| Telephone/Mobile Contact Number: |  | | | | | |
| Email Address: |  | | | | | |
| UK National Insurance Number: |  | | | | | |
| Nationality: |  | | | | | |
| Have you been resident in the UK/EU/EEA for the whole of the last 3 years? | *Yes/No* | | | | | |
| Please tick the if any of the following apply to you:  *Please note; we guarantee an interview for anyone who has been a Looked After Child.* | Aged 16-18 and in care |  | Aged 19-24 and is or have been in care |  | Aged 19-24 and has an Education Health & Care Plan |  |

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| **School or Educational Establishment** *Please provide details of the school, college or university where you last studied:* | |
| Name of School / College/ University: |  |
| Address of School/College/University: |  |
| Dates attended: |  |

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| **Qualifications** *Please detail below current qualifications or predicted grades:* | | |
| Please state your GCSE (or equivalent) Maths Grade | ***GCSE Grade (9-1, A-U):*** | ***Functional Skills Level:*** |
| Is this a predicted grade? | *Yes / No* |
| *Exempt due to EHCP:* | *Yes / No* |
| Please state your GCSE (or equivalent) English Grade | ***GCSE Grade (9-1, A-U):*** | ***Functional Skills Level:*** |
| Do you have any other qualifications? | *Yes/No.*  *If yes please list subject and grade:* | |

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| **Apprenticeship Details**  *Please indicate with an ‘X’, the apprenticeship you wish to apply for below:*  *(Please note; you can apply for more than one role)* |

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| *Adult Social Care (Alnwick)* |  | *Elections Apprentice (County Hall, Morpeth)* |  |
| *Adult Social Care (*Berwick) |  | *Horticulture Apprentice (Cramlington)* |  |
| *Adult Social Care (*Blyth, *please refer to job advert for base address*) |  | *Horticulture Apprentice (Hexham)* |  |
| *Adult Social Care (*Hexham) |  | *Horticulture Apprentice (Stakeford)* |  |
| *Adult Social Care (*Bedlington) |  | *HR/OD Business Support Apprentice* |  |
| *Apprentice Joiner (Cowley Road, Blyth)* |  | HR/OD Business Support Apprentice |  |
| *Business Administration Apprentice (Alnwick)* |  | *ICT technician Apprentice* |  |
| *Business Administration Apprentice (Ashington)* |  | HR/OD Business Support Apprentice |  |
| *Business Administration Apprentice (Bedlington)* |  | *Warehouse Apprentice (*Cramlington) |  |
| *Business Administration Apprentice (Morpeth)* |  | *Library Apprentice (Hexham)* |  |
| *Business Administration Apprentice (Cramlington)* |  | *Library Apprentice (Prudhoe)* |  |
| *Business Administration Apprentice (Hexham)* |  | *Multi skilled operative Apprentice ( Blyth)* |  |
| *Business Administration Apprentice (Berwick)* |  | *Paralegal apprentice (County Hall, Morpeth)* |  |
| *Catering Assistant (Cramlington)* |  | *Print Assistant Apprentice (County Hall, Morpeth)* |  |
| *Catering Assistant (Newbiggin by the Sea)* |  | *Roofing Apprentice* |  |
| *Catering Assistant (Lindisfarne, Alnwick)* |  | *Stores Apprentice (Cowley Road, Blyth)* |  |
| *Chef Apprentice (County Hall, Morpeth)* |  | *Procurement Apprentice (County Hall, Morpeth)* |  |
| *Civil Engineering (County Hall, Morpeth)* |  | *Workshop Technician Apprentice (Alnwick)* |  |
| *Deputyship Team Apprentice (Morpeth)* |  | *Workshop Technician Apprentice (Blyth)* |  |

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| **References**  *Please give contact details of 2 individuals who could supply a reference for you to support your application:*  *This should be a past or current employer, a tutor/ teacher, coach or an individually who knows you in a professional capacity. It should not be a friend or family member* | |
| **Name (1st Referee)** |  |
| Organisation (if applicable) |  |
| Contact Number: |  |
| Contact Email **(this must be provided)**: |  |
| How do you know this person? |  |
| How long have you known this person? |  |
| **Name (2nd Referee)** |  |
| Organisation (if applicable) |  |
| Contact Number: |  |
| Contact Email **(this must be provided)**: |  |
| How do you know this person? |  |
| How long have you known this person? |  |

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| **Personal Statement**  *You should use the items listed in the Job Description to supply additional information of how you meet the required aspects of this post.*  *For example, Team working, communications skills and Northumberland County Council values.* |
| *Please use the space below to support your application:* |
| The skills and qualities you have which would make you suitable for a place on the Apprenticeship Programme: |
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| Your hobbies and interests: |
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| Your future career ambitions: |
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| Any other information which is relevant to your application: |
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| **Applicant Equal Opportunities Monitoring**  *Northumberland County Council is committed to a policy of fair and equal treatment of all employees and job applicants, irrespective of their age, disability, ethnic origin, gender, gender reassignment, marital status, nationality, race, religion/belief, sexual orientation or pregnancy.*    *Whilst the completion of this part of the application is voluntary we do appreciate it when applicants take the time to complete it as the information it contains helps us to monitor and improve our equal opportunities policies and procedures. This monitoring form is not part of the short-listing process.* |
| Ethnic Group – please choose the option that best describes your ethnic group or background:   * English/Welsh/Scottish/Northern Irish/British |

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| Health & Wellbeing - do you consider yourself to have a learning difficulty, disability or health problem? | Yes/No/ Do not wish to answer  If yes please specify: |

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| **Declaration**  The information provided in this application is true and complete. I agree that any deliberate omission, falsification or misrepresentation in the application will be grounds for rejecting this application or subsequent dismissal if employed by the organisation. | |
| Please print your name, if you agree to the above declaration |  |

**Please return your completed application pack to: hrrecruitment@northumberland.gov.uk**