

Apprenticeship Applied for:

## Apprenticeship Application Form

Please complete this form fully. C.V.s are not accepted.

**THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.**

Where did you hear about us?

### Section 1 Personal details

Last Name:

First Name:

Address:

  
  

Postcode:

DOB:

Home Telephone N<sup>o</sup>:

National Insurance N<sup>o</sup>:

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Mobile Telephone N<sup>o</sup>:

E-mail address:

### Section 2 Residency Criteria

Please tick if applicable

	Yes	No
<b>I am normally and lawfully resident in the UK and Islands</b> (this is, including the Channel Islands and the Isle of Man), or any EU Country and have been for the last 3 years. This does not include persons with time-limited leave to remain where this does not extend to the planned end date of the proposed learning aim of study; <b>OR</b>		
<b>I have not been resident in the UK</b> but I fulfil the residency criteria and have provided the required evidence to confirm my status, please detail below.		

If 'NO', please give details of your circumstances below in order that your eligibility for participation in this programme can be confirmed:

Details of Circumstances	Evidence (Proof of Residency – Home Office Papers, Immigration and Nationality Departmental Letter, Passport etc)
<input type="text"/>	<input type="text"/>

**If you are successful you will be required to provide relevant evidence of the above details prior to your appointment.**

**Section 3****Employment Details**

Please Indicate if you are:

Employed

Not Currently in Employment

A School Leaver

**Please give details of current or previous employment** (School leavers please complete section 2B – Details of any work experience)

**Name of Employer:**

**Address:**

  
  

**Postcode:**

**Post Title:**

**Date of Appointment:**

**Brief description of duties:**

**Section 2B: Details of any Work Experience**

**Summary of duties:**

**Section 4****Education**

Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first:

<b>School/College Qualifications</b> 5 GCSE's (Grades A-C) or O Levels 5 CSE Grade 1's 1 or more A Level 2 AS Levels	<b>Vocational (work related) Qualifications</b> BEC General Certificate/Diploma with Credit HND/HNC/Edexcel/BTEC 1 <sup>st</sup> Diploma or Higher C&G Higher Operative or Craft/GNVQ Intermediate or Higher NVQ Level 2, 3 or 4/Access Course
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College or University	Course	Qualifications and grades obtained
School	Subjects	Qualifications and grades obtained

Continue on a separate sheet if necessary

## Section 5

## Personal Statement

### **Abilities, skills, knowledge and experience.**

Please tell us about yourself. This should include, any work experience paid or unpaid (this does not have to be construction related) Your interests and hobbies and why you want to do this apprenticeship. Attach extra pages if required.

**What are key factors for a successful team? What do you think contributes to a poor one?**

**Whilst working on site you notice someone has left a piece of wood on the floor with a nail sticking what would you do? Can you explain in your own words what you think duty of care for yourself and others means?**

**Section 6 Rehabilitation of Offenders Act (1974)**

**Do you have any convictions that are unspent under the rehabilitation of offenders act 1974?**      Yes       No

**If yes, please give details / dates of offence(s) and sentence:**

## Section 7 Disability Discrimination Act 1995

It is the company's policy to employ the best qualified personnel and provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of race, colour, national origin, sex marital status or disability

**Do you have a disability which is relevant to your application?**      Yes       No

**If yes, please give details:**

We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.

**Do we need to make any specific arrangements in order for you to attend the interview?**      Yes       No

**If yes, please give details:**

## Section 8 Declaration

### Statement to be Signed by the Applicant

Salutem is committed to an anti-fraud culture and participates in statutory anti-fraud initiatives.

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

**I hereby certify that:**

- **all the information given by me on this form is correct to the best of my knowledge**
- **all questions relating to me have been accurately and fully answered**
- **I possess all the qualifications which I claim to hold**

**Signed:**

**Date:**

**Salutem undertakes that it will treat any personal information (that is data from which you can be identified, such as your name, address, e-mail address etc) that you provide to us, or that we obtain from you, in accordance with the requirements of GDPR.**

**If you are returning this form by email, you will be asked to sign your application at interview.**