

# Standard Application Form

Date of application:

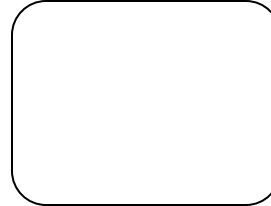
Candidate ref:

## Personal Details *(please print this section)*

Title	Surname	First Name(s) (indicate (*) the one you are known by)

Home Address

Please Attach Photo



Postcode

Telephone:

Nationality

E-mail:

Date of Birth:

Mobile:

Do you need a work permit for permanent employment in the UK? YES  NO

Do you have one? YES  NO

Do you hold a full UK driving licence? YES  NO

If NO, do you have means of getting to work YES

If so please state how:

## Education - Professional, Postgraduate, First Degree/Diploma

Please list all **degrees/diplomas/professional qualifications etc** held at or currently studied for, whether at first degree or postgraduate level. **List most recent first** and give all results known whatever the outcome.

From Month/year	To	Higher Education Institution	Award and Title of Award (HND/Degree/Dip/Msc/ PhD etc) List main subjects below title	Results (expected/awarded)

## Education - Prior to Higher Education

Number of GCSE/Standard Grade passes (Grade C & above)	Date(s) gained	Grade for Maths	Grade for English Language	Number of A/A* grades

# Standard Application Form

## Employment and Work Experience

Please describe briefly any work (whether paid or unpaid) which you have undertaken. Highlight(\*) the two most relevant and note what you achieved..

From Month/year	- To	Employer	Job Title/Responsibilities	Achievements

## Personal Interests/Achievements

Use the space below to describe **with dates (year)** any part-time activities. Include organising, leading or group activities. Those requiring initiative, creativity or giving intellectual development are also of interest.

# Standard Application Form

## Specific Evidence

The following questions are designed to encourage you to provide specific abilities. Your examples can be taken from your education, work experience, placements or spare-time or other voluntary activities but do not write solely about course-work.

### **Planning, implementation and achieving results:**

Describe a challenging project, activity or event which you have planned and taken through to a conclusion. Include your objective, what you did, any changes you made to your plan and state how you measured your success.

### **Influencing, communication and teamwork:**

Describe how you achieved a goal through influencing the actions or opinions of others (perhaps in a team context). What were the circumstances? What did you do to make a difference? How do you know the result was satisfactory?

### **Analysis, problem solving and creative thinking:**

Describe a difficult problem that you have solved. State how you decided which were the critical issues, say what you did and what your solution was. What other approaches could you have taken?

## Additional Information

Please write here any additional information, not covered elsewhere which will strengthen your application.

Where did you hear of us/see an advertisement?

Do you have a college place? YES  NO  If so where:

## Career Choice

# Standard Application Form

Explain why you have applied for the job function(s) that you noted on the first page. Offer evidence of your suitability (e.g. courses undertaken, work shadowing, skills, strengths and experiences). Emphasise why you consider yourself to be a strong candidate.

### Health Declaration

Please give details of any health matters of relevance to the work applied for (see note within Guidance Notes and Monitoring Data).

### Referees

#### Academic Referee

#### Other Referee

Name:

Name:

Position:

Position:

Address:

Address:

Telephone:

Telephone:

### Training under indenture

Most training is carried out under an agreement & if you are under 18 and seek indentured craft apprenticeship or technician training please have this section completed by your parent or guardian.

Parent/Guardian's Surname

First Names

Relationship

I agree that if selected for training, the above applicant will be placed in a Training Service Agreement upon satisfactory completion of a probationary period. I also confirm that the information given above & overleaf is correct.

Parent/Guardian's Signature

Date

### Declaration

The statements made on this form are true. I understand any false statements may jeopardise my application and may lead to an offer being withdrawn.

Signed ..... Name (please print)..... Date.....