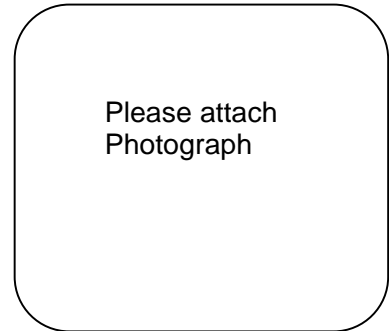


Standard Application Form

| | | | |
|------|--|---------------|--|
| Date | | Candidate Ref | |
|------|--|---------------|--|

| | |
|-------------------|--|
| Forename | |
| Surname | |
| College place? | |
| College attending | |



| Address: | |
|------------------|--|
| House Name / No. | |
| Street Name. | |
| Town. | |
| County. | |
| Post Code. | |

| | |
|--------------------|--|
| Home Phone Number. | |
| Mobile Number. | |
| Email Address | |

| | | | |
|-----|--|-----|--|
| Age | | DOB | |
|-----|--|-----|--|

| | | |
|---------------------------------------|-----|----|
| Do you hold a full uk driving licence | YES | NO |
|---------------------------------------|-----|----|

| |
|--|
| If no please state how you are getting to work |
| |

PLEASE NOTE: APPLICATION FORM MUST BE HANDWRITTEN

Standard Application Form

EDUCATION

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/Dipl/Msc/ PhD etc) List main subjects below title | Results (expected/awarded) |
|--------------------|----|------------------------------|---|----------------------------|
| | | | | |

EDUCATION – Prior to higher education

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

Standard Application Form



EMPLOYMENT & 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 | - | 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?

Standard Application Form



Analysis, problem solving and creative thinking:

Describe a difficult problem that you have solved. State how you decided which the critical issues were, 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.

Standard Application Form

CAREER CHOICE

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: |
| Email: | Email: |
| Telephone: | Telephone: |

Standard Application Form

TRAINING UNDER INDENTURE

| | |
|--|--------------------|
| <p>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.</p> | |
| <p>Parent/Guardian's Surname</p> | <p>First Names</p> |
| <p>Relationship</p> | |
| <p>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.</p> | |
| <p>Parent/Guardian's Signature</p> | |
| <p>Date</p> | |

DECLARATION

| | | |
|---|----------------------------|-------------|
| <p>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.</p> | | |
| <p>Signed</p> | <p>Name (please print)</p> | <p>Date</p> |

Please note all applications sent in will be kept on file and will only be reviewed when the application process starts in May / June.

The closing date for applications will be 1st July.