

Apprenticeship Application Form

PERSONAL DETAILS

*Surname:

*National Insurance Number:

*Forename:

Telephone number:

Mr Mrs Miss Ms Other

Email address:

*Date of birth:

*Age:

Permanent home address:

Male Female Other

Postcode:

APPRENTICESHIP YOU ARE APPLYING FOR

Apprenticeship title _____

Please tick where appropriate the other apprenticeships that you may be interested in.

- | | | |
|---|--|---|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Engineering | <input type="checkbox"/> Plumbing |
| <input type="checkbox"/> Barbering | <input type="checkbox"/> Hairdressing | <input type="checkbox"/> Sales |
| <input type="checkbox"/> Beauty Therapy | <input type="checkbox"/> Health & Social Care | <input type="checkbox"/> Social Media & Digital Marketing |
| <input type="checkbox"/> Business & Administration / Management | <input type="checkbox"/> Hospitality & Catering - All pathways | <input type="checkbox"/> Support Teaching & Learning in Schools |
| <input type="checkbox"/> Carpentry - Bench & Site | <input type="checkbox"/> Human Resources (CIPD) | <input type="checkbox"/> Team Leading & Management |
| <input type="checkbox"/> Child Care | <input type="checkbox"/> IT Users | <input type="checkbox"/> Travel Services |
| <input type="checkbox"/> Creative & Digital Media | <input type="checkbox"/> IT Practitioner | <input type="checkbox"/> Vehicle Maintenance & Repair |
| <input type="checkbox"/> Customer Service | <input type="checkbox"/> Maintenance Operations | <input type="checkbox"/> Warehousing |
| <input type="checkbox"/> Electro-technical Installation | <input type="checkbox"/> Painting & Decorating | |

Do you have or have you been offered employment in your chosen sector? Yes No

If yes, please give details below:

Employer name:

Address:

Contact name:

Telephone number:

Email address:

Postcode:

YOUR HEALTH AND MOBILITY

IMPORTANT - To help us provide the support you may need, please inform us of any health or mobility issues or learning difficulties.

- | | | |
|--|--|---|
| <input type="checkbox"/> Visual impairment | <input type="checkbox"/> Emotional or behavioural difficulties | <input type="checkbox"/> Moderate learning difficulty |
| <input type="checkbox"/> Hearing impairment | <input type="checkbox"/> Mental health problems | <input type="checkbox"/> Severe learning difficulty |
| <input type="checkbox"/> Disability affecting mobility | <input type="checkbox"/> Asperger's syndrome | <input type="checkbox"/> Dyslexia/Dyscalculia/Dyspraxia |
| <input type="checkbox"/> Other physical disability | <input type="checkbox"/> Profound or multiple | <input type="checkbox"/> Autism spectrum disorder |

Do you have any allergies or other medical conditions such as asthma, diabetes or epilepsy? Yes No

If yes, please give details below:

Are you or have you ever lived in care or been looked after by a carer?

Yes No

NATIONALITY

Please state your nationality:	Is English your first language? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever lived outside the UK (excluding holidays of 3 months or less)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please give details of countries and dates:	
Country:	Date:
Country:	Date:

EDUCATION

Please list all relevant examinations passed and any you will be taking this year. It is very important that you include all your predicted grades for examinations not yet taken.

School/college	Subject:	Predicted grade:	Actual grade:	Date of exam:	Level (e.g. GCSE)
	Maths				
	English				
	ICT				

Have you studied at the MET before? <input type="checkbox"/> Yes <input type="checkbox"/> No	EBS code (office use only):
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CRIMINAL CONVICTIONS

Do you have any relevant* spent** or unspent criminal convictions, any outstanding court proceedings, or are you on any offenders register?

Yes No (If you tick yes, you will be provided a criminal convictions form)

*Relevant convictions means convictions for offences:

- Against the person, whether of a violent or sexual nature
- Involving the unlawful supply or use of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking
- Arson

**If you are applying for a course in health, social work, sport, childcare or involving work with children or vulnerable adults, previous criminal convictions may affect your ability to attend work placements and possibly achieve your course. If you declare that you have a conviction, you will be asked to complete a separate information sheet. This is to help us assess any potential risks to yourself or others in the College. Having a criminal record will not necessarily prevent you from studying at the College depending on the nature of the course and the circumstances and background of the offence. If you do not disclose a relevant conviction then this could result in disciplinary action by the College.

PERSONAL STATEMENT

Please tell us why you are applying for an apprenticeship. Include details for skills and qualities you can bring to the work place.

Please continue on additional sheet if necessary and attach

DECLARATION

The information given on this form is correct.

Signed:	Date:
Parent signature (if under 18):	Date:

Please bring with you any examination certificates or reports. Please note that by completing this form your details will be held on our application management database and will be used for management and administrative purposes. As part of our admissions process we will send you information and communications relating to your application (by email or post).

We will use the information provided to obtain information using the LRS (Learner Record Services) including a Personal Learning Record (PLR) and a Unique Learner Number (ULN).

We may need to obtain records of your GCSE results and therefore please tick the box to allow us to access your records.

Please return this form to the apprenticeship team via post or email. If you require any further information or help completing this form please contact the apprenticeship team.

Apprenticeship team:
 Careers and Recruitment Hub
 Northbrook Metropolitan College, Broadwater Road
 Worthing, West Sussex, BN14 8HJ
 01903 273723 apprenticeship.team@gbmc.ac.uk