

Apprentice Application Form

Send your completed form to: recruitment@inspireplus.org.uk

Personal Details			
Forenames:		Surnames:	
Title:		Date of Birth:	
Address:			
Postcode:		National Insurance Number:	
Email Address:			
Home Telephone:		Mobile Telephone:	
Nationality:		Emergency Contact Details:	

Personal Statement: Please give details of any relevant experiences, skills or knowledge to support your application

Education

Please list all of your qualifications/or predicted grades below:

GCSE / GCE / Higher Education	Subject	Grade/ Level	Date of award

Previous / Present Employment

Company Name	Job Title / Post	Dates	Reason for leaving

How did you hear about us?

References

Please provide details of **two** referees below.

Friends and relatives are **NOT** acceptable referees.

Both referees must be able to comment authoritatively on your educational background, suitability and personal qualities.

Reference 1

Name:	
Organisation:	
Postcode:	
Telephone:	
Email Address:	

Reference 2

Name:	
Organisation:	
Postcode:	
Telephone:	
Email Address:	

Transport

Do you have a UK driving Licence?	Yes	No
If no are you currently learning to drive?	Yes	No

Equality Act 2010

The Equality Act 2010 states a person has a disability if they have a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities.

The Act requires an employer to make reasonable adjustments to working conditions in order to enable applicants to have equal access to employment opportunities.

The employer is committed to the development of positive practise to promote equality in employment. Inspire+ guarantees an interview to disabled applicants who meet the essential shortlisting requirements.

If you would like to declare your disability, please tick the appropriate box below.

Do you consider yourself to be disabled as defined by the Equality Act 2010?	YES	NO
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Data Protection

By providing personal information in support of your application on this form you agree to inspire+ and any future employer processing this personal information for the purposes of managing your application and for the performance of any contract of employment that may be entered into. We cannot process your application without this information.

If successful, your personal information will be retained whilst you are employed and used for HR, payroll and pension related administration at the school you will be working in. All copies of your personal information will be kept securely both by inspire+ and your place of employment and will not be shared with any other establishment or agency without your permission.

You have the right to request copies of your personal information and you may request that information is corrected or deleted. If you wish to contact us about how your personal data is handled please contact inspire+ on 01476 578137 or your place of employment when it is known.

Disclosure of Criminal Background

1. DBS – As you are applying to work in a school a standard or enhanced DBS check is required please disclose any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be taken into account. All guidance and criteria on the filtering of these cautions and convictions can be found in the DBS filtering guidance.

Have you been convicted of a criminal offence?	YES	NO
Have you been cautioned for a criminal charge?	YES	NO
Are you at present the subject of a criminal charge?	YES	NO
Have you lived or worked outside the UK in the past 5 years?	YES	NO

If YES to any of the above questions, please give brief details including dates:

Declaration

I declare that, to the best of my knowledge and belief, the information given on ALL parts of the form is correct. I understand that, should my application be successful and it is discovered subsequently that information has been falsified, then disciplinary action may be taken which may include dismissal from the post.

I confirm that I have legal right to work in the UK and if the application is successful, I undertake to produce appropriate documentary evidence to prove this, prior to commencing the apprenticeship.

I confirm that I am happy for my information supplied on this form to be shared by inspire+ with potential employers.

Signed:

Date:

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