

About this form

This form is the first stage of the recruitment process and your responses will determine whether you are successful in progressing to the interview stage, so please take the time to complete it in as much detail as possible. The form can be filled in digitally with Adobe Acrobat which can be downloaded from <https://get.adobe.com/uk/reader/> Alternatively, you can print off the form, fill it out and post it back to us. **Fields marked with an asterisk* must be completed or the form will be rejected.** When completed, please save it and email it to enquiries@yprentis.co.uk

Section 1

Personal details

Title*

First name*

Middle name(s)

Last name*

Gender*

Date of birth*

Address line 1*

Town/city*

County*

Post code*

Telephone number (home)

Telephone number (mobile)*

Email address*

Section 1 (continued)

Personal details

Where did you hear about us?

Referred by college/tutor

Referred by Jobcentre Plus

Referred by friend/relative

Other (please specify)

Section 2

About you

Can you drive?*

Yes

No

If yes, please provide your driving licence number

Do you have your own transport?*

Yes

No

If yes, please specify

Do you have any endorsements on your driving license?*

Yes

No

If yes, how many points?

We always try our best to place our apprentices close to home.

Are you willing to travel within a reasonable distance?*

Yes

No

Are you eligible to work in the UK?*

Yes

No

NI number*

Do you have a CSCS card?*

Yes

No

If yes, please provide your CSCS card number:

YPrentis reserve the right to carry out a DBS check at any time.

Do you have any criminal convictions which are not spent?*

Yes

No

If yes, please provide details

Section 3

Personal Qualities

Please select which trade(s) you are interested in applying for*

First option*

Second option

Why have you chosen a career in construction?*

Do you have any previous construction-based experience?*

Yes

No

If yes, please give a brief description of what you did

Please provide a referee to confirm your construction-based experience

Referee's name

Company name

Occupation

Contact number

Contact email

Relationship to you

Are you happy for us to contact them prior to your interview?*

Yes

No

Section 3 (continued)

Personal Qualities

What skills and qualities can you bring to this position?*

Tell us why you would make a great apprentice?*

Section 4

College education

If successful for an interview you may be required to provide evidence of your qualifications. Please answer the questions below as accurately as possible and providing as much detail as possible.

Do you attend college?*	Yes	No	Other
Which days do you attend college?			
What is the name of the establishment?			
What is the name of the course you are undertaking?			
Highest qualification achieved (eg. A-Level, Diploma, etc)			
Name of your tutor:			
Tutor's contact number			
Tutor's contact email			
Are you happy for us to contact them prior to your interview?*	Yes	No	
Do you have a GCSE in Maths?*	Yes	No	Grade
Do you have a GCSE in English?*	Yes	No	Grade
Have you done your 'Essential Skills' in college?*			
I am exempt			
I am working towards achieving my Essential Skills			
I have achieved my Level 1 Essential Skills			
I have achieved my Level 2 Essential Skills			
Other (please specify)			

Section 5

Employment History

Please provide details of your current or most recent employer. If you are applying for your first job, please move on to the next question.

Employer

Job title

Start date

End date (if applicable)

Notice period (if applicable)

If you have provided the name of a Tutor AND a construction-based referee, please move on to the next question. If you haven't supplied any referees above, please provide two referees. An example could be a present or past employer, a supervisor, a tutor, a mentor or a work experience employer.

Referee one

Name

Occupation

Telephone

Email

Relationship to you

Are you happy for us to contact them prior to your interview?

Referee two

Name

Occupation

Telephone

Email

Relationship to you

Are you happy for us to contact them prior to your interview?

Section 6

Equal opportunities

We're committed to taking positive steps to combat discrimination, and regularly monitor our performance to ensure that equality of opportunity is maintained. This information will be treated as strictly confidential and will only be used to monitor the effectiveness of our equal opportunities policies. This information will not be used to inform any selection decision.

What is your age?

Ethnicity

White – Welsh	Indian
White – British	Pakistani
White – other	Bangladeshi
African Chinese	Chinese
White and Black Caribbean	Mixed – other
White and Black African	Other
White and Asian	Prefer not to say
If other, please specify	

Marital or partnership status

Never married and never registered in a civil partnership	
Married	In a registered civil partnership
Separated, but still legally married	
Separated, but still legally in a civil partnership	
Divorced	Widowed
Formerly in a civil partnership which is now legally dissolved	
Surviving partner from a registered civil partnership	
Prefer not to say	

Section 6 (continued)

Equal opportunities

Religion

Christian	Buddhist
Hindu	Jewish
Muslim	Sikh
No religion	Any other religion
Prefer not to say	

Sex and gender identity

What is your sex?	Male	Female	Prefer not to say
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Is the gender you identify with the same as your sex registered at birth?			
Yes	No	Prefer not to say	

Which of the following best describes your sexual orientation?	
Heterosexual or straight	Gay or lesbian
Bisexual	Other
Prefer not to say	

Section 6 (continued)

Equal opportunities

Do you consider yourself to have a disability?*	Yes	No	
Prefer not to say			
Are you affected by any of the following:			
Blind/partially sighted	Dyslexia		
Deaf/hearing impaired	Mental health disability		
Colour blindness	Mobility difficulty		
Allergies	None		
Other (please specify):			
Do you have any physical or mental health conditions or illness lasting or expected to last 12 months or more?			
Yes	No	Unsure	Prefer not to say
If yes, please specify			
Please give details of any assistance you would require as an apprentice			

Section 7

Declaration

I confirm that I have completed this application to the best of my knowledge.*

I confirm

We would like to keep your details on file so that we can match you to any placements that come up. After six months we will securely destroy them. Do you agree to us keeping your details on file for this purpose? If you agree, you can change your mind at any time by letting us know.*

Yes, I agree to you storing my details

No, I don't agree

From time to time YPrentis would like to send you useful information about our scheme and any relevant updates about our apprenticeships. YPrentis will not share your information with any other 3rd party organisations. Please confirm whether you are interested in receiving this information. If you agree, you can change your mind at any time by letting us know.*

Yes, I would like to receive relevant information

No, I am not interested in receiving relevant information

I declare that the information I've given on this form is correct and complete where necessary.*

Type your name or sign*

Date*