



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 friend/relative

Referred by Jobcentre Plus

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

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

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

Tell us why you would make a great apprentice?*

Section 4

Education

Are you in full time education?*	Yes	No
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Other (please specify)

If yes, please provide the name of the establishment and course being studied

If no, when did you leave full time education?
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Name of last school/college attended

Address

Highest qualification achieved

To become an apprentice with us you don't need to have any specific qualifications, but it does help to have certain qualifications. If successful for an interview you may be required to provide evidence of these qualifications. Please answer the following questions, providing as much detail as possible.

Do you have a GCSE in Maths*	Yes	No	Grade
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Do you have a GCSE in English*	Yes	No	Grade
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If you have taken any exams at school or college, please state the subject and the highest qualification obtained below:

Subject	Level (GCSE/A-level etc)	Grade	Date obtained
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If necessary please continue on the next page.

Next page

Section 4 (continued)

Education

Subject	Level (GCSE/A-level etc)	Grade	Date obtained

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)

Please provide details of two referees. An example could be a present or past employer, a tutor, a supervisor, 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.

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

Do you consider yourself to have a disability?*	Yes	No
If yes, please give details of any assistance you would require as an apprentice		

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):	

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*