# Richmondshire District Council

# Apprenticeship Application Form

Thank you for downloading Richmondshire District Council’s Apprenticeship Application Form.

This form should only be used to make applications for advertised Council Apprenticeships.

You are advised to save this form to your hard drive so it can be filled in at your own time and pace. To do this click on “**File”**, then **“Save As….”** and finally click the **Save** button (you can change the filename and location if you wish)

If you wish to fill in the application form by hand, you can print the Adobe Acrobat PDF file – found on the same page as the link to this document. Alternatively, phone the contact telephone number on he job you are interested in (see bottom of advert for details of this number) to receive an application form in the post.

## How to submit your Application Form

1. Please fill in the following pages remembering to save the document when finished.
2. When finished please email to apprenticeships@richmondshire.gov.uk or post to Human Resources, Mercury House, Station Road, Richmond, North Yorkshire, DL10 4JX

To apply for any vacancies with Richmondshire District Council, our standard application form must be completed. Although we are prepared to accept CVs to support your application, the Application Form must be fully completed.

## Problems filling in this form or requests for the other formats

If you have any queries or problems filling in this form and it isn’t in the guidance notes document or you need this form in another format such as large print or Braille, then please:

Email us apprenticeships@richmondshire.gov.uk or phone 01748 901022

## Guidance on Completing the Application Form

Your application form plays an important part in our selection process. It decides whether you will be short-listed for further consideration and acts as the basis for the interview itself. Although the Council is prepared to accept CVs in support of applications, the Application Form must be fully completed and not merely cross referenced to your CV. The following advice should help you to complete the application form as effectively as possible.

## 1. Job Description/Person Specification and Advert

Look carefully at these documents. They list the skills, knowledge, qualifications and experience required. If you do not meet the **Essential** requirements of the post it is unlikely that you will be shortlisted. If many applicants meet the essential requirements then the desirable requirements will influence the shortlisting process.

## 2. Why are you interested in the apprenticeship?

Try to support your application by providing additional information about your reasons for applying. Explain what you hope to gain from the post and what you could offer the Council.

## 3.Education, Qualifications and Training

Make sure you list all your qualifications and training details, especially those specified in the person specification. You will be asked to produce your certificates if you are appointed to the post. Failure to do so may result in the offer of employment being withdrawn

## 4.Experience and Achievements

This is where you make your case, so write in a concise, well organised and positive way. Gear your application for the specific apprenticeship rather than using standard features in all your applications, unless it is appropriate to do so.

Do not simply repeat all your current duties. Pick out the skills, knowledge and experience relevant to this job and provide evidence that you possess them. This is where you can tell us about any community voluntary, unpaid work which may have equipped you with additional skills other than those gained through your employment.

## 5.Career History

When listing your career history ensure that dates are correct and in the right order.

## 6. Do a rough draft

If you first write your application in draft it will avoid mistakes and repetition and ensure that the final version is well organised, well presented and relevant.

### Equalities Monitoring Form CONFIDENTIAL

Richmondshire District Council wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity,

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary.

Please return the completed form to Human Resources, Richmondshire District Council, Mercury House, Station Road, Richmond, North Yorkshire DL10 4EX

### Gender

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| □ Man  | □ Woman  | □ Intersex  | □ Non-binary  | □ Prefer not to say  |
| If you prefer to use your own term, please specify here: ........................................... |

### Are you married or in a civil partnership?

|  |  |  |
| --- | --- | --- |
| □ Yes  | □ No  | □ Prefer not to say  |

### Age

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| □ 16-24  | □ 25-29  | □ 30-34  | □ 35-39  | □ 40-44  | □ 45-49  |
| □ 50-54  | □ 55-59  | □ 60-64  | □ 65+  | □ Prefer not to say  |

### What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box.

### White

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| □ English  | □ Welsh  | □ Scottish  | □ Northern Irish  | □ Irish  |
| □ British  | □ Gypsy or Irish Traveller  | □ Prefer not to say  |
| Any other white background: ……………………………………………………..…….. |

### Mixed/multiple ethnic groups

|  |  |  |
| --- | --- | --- |
| □ White & Black Caribbean  | □ White & Black African  | □ White & Asian  |
| □ Prefer not to say  | Any other mixed background: ………………………………. |

### Asian/Asian British

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| □ Indian  | □ Pakistani  | □ Bangladeshi  | □ Chinese  | □ Prefer not to say  |
| Any other Asian background: ……………………………………………...…………….. |

### Black/ African/ Caribbean/ Black British

|  |  |  |
| --- | --- | --- |
| □ African  | □ Caribbean  | □ Prefer not to say  |
| Any other Black/African/Caribbean background: ………………………………………. |

### Other ethnic group

|  |  |  |
| --- | --- | --- |
| □ Arab  | □ Prefer not to say  | Any other ethnic group: ……………………………. |

### Do you consider yourself to have a disability or health condition?

|  |  |  |
| --- | --- | --- |
| □ Yes  | □ No  | □ Prefer not to say  |

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

### What is your sexual orientation?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| □ Heterosexual  | □ Gay  | □ Lesbian  | □ Bisexual  | □ Prefer not to say  |
| If you prefer to use your own term, please specify here………………………………. |

### What is your religion or belief?

|  |  |  |  |
| --- | --- | --- | --- |
| □ No religion/belief  | □ Buddhist  | □ Christian  | □ Hindu  |
| □ Jewish  | □ Muslim  | □ Sikh  | □ Prefer not to say  |
| If other religion or belief, please write in ………………………………………………... |

### What is your current working pattern?

|  |  |  |
| --- | --- | --- |
| □ Full time  | □ Part-time  | □ Prefer not to say  |

### What is your flexible working arrangement?

|  |  |  |  |
| --- | --- | --- | --- |
| □ None  | □ Flexi-time  | □Staggered hours  | □ Term-time hours  |
| □ Annualised hours  | □ Job-share  | □ Flexible shifts  | □ Compressed hours  |
| □ Homeworking  | □ Prefer not to say  |
| If other, please write in: ……………………………………………………………….. |

### Do you have caring responsibilities? If yes, please tick all that apply

|  |  |  |
| --- | --- | --- |
| □ None | □ Primary carer of child/ren (under 18) | □ Primary carer of disabled child/ren |
| □ Primary carer of disabled adult (over 18) | □ Primary carer of older person | □ Secondary carer (another person carries out the main caring role) |
| □ Prefer not to say |  |  |



|  |  |
| --- | --- |
| **Post Applied For:** |  |

|  |
| --- |
| **Notes:** 1. Please complete all sections fully and clearly in black ink or type.1. If you require this document in another format, e.g. large print, please contact Human Resources on 01748 901022.
 |

## Personal Details

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** |  | **Home Telephone:Mobile Telephone:** |  |
| **Surname/Family Name** |  | **Preferred Daytime Telephone:** |  |
| **Previous Names**:if applicable |  | **Email Address (Please note that if you supply us with an email address we will use this as a primary means of contact and any correspondence from us will be sent to you via email)** |
|  |
| **Forename/Initials** |  | **National Insurance Number** |  |
| **Address** |  |
|  |
| **Postcode** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Do you require a work permit?** | **Yes** |  | **No** |  |
| **If you already hold a work permit when does it expire?** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you related to any member or officer of Richmondshire District Council?  | Yes  |  | No |  |
| **If yes, please give name and relationship:** |  |

|  |  |
| --- | --- |
| **Please indicate where you saw this vacancy advertised.** |  |

## Applicants with a Disability

|  |
| --- |
| Richmondshire District Council is committed to treating job applicants with a disability equally and fairly, making reasonable adjustments where necessary. The Equalities Act 2010 says that someone is disabled if they have a ‘physical or mental impairment, which has a sustainable and long term adverse effect on their ability to carry out normal day to day activities. We guarantee, under the ‘Positive about Disabled People’ scheme, an interview for all applicants with a disability who meet the minimum criteria on the person specification. |

|  |  |
| --- | --- |
| Please indicate if you are a disabled person and are applying on that basis:If you are short-listed we will ask if you require adjustments to make the interview process accessible. |  |

### Employing people with a criminal record

(If you are applying for a post involving working with children or vulnerable adults, you will be required to complete a separate declaration form which will be included)

|  |
| --- |
| Criminal records are only taken into account when the conviction is relevant. Do not disclose convictions, which are spent under the Rehabilitation of Offenders Act 1974. An ‘unspent’ conviction will not necessarily bar you from employment as this will depend on the circumstances and background to your offences(s). |
| **Have you ever been convicted of a criminal offence?** |  |
| **Nature of offence and date of conviction:** |  |

###  Data Protection Act 1998

Information on this form may be held in our computer or manual records. Strict confidentiality will be observed and disclosures will only be made for payroll and HR administration purposes.

We will be unable to process your application unless we can use your personal data in the ways described above.

If your application is unsuccessful, the data will be held for six months and then destroyed.

### Important Information

Appointment is subject to the following: Occupational Health clearance, clearance from the Disclosure and Barring Service (if appropriate), satisfactory references, evidence of eligibility to work in the UK, appropriate qualification(s) and membership of relevant professional body (if appropriate).

### Declaration

* I understand that canvassing of any members of Richmondshire District Council in connection with this appointment will disqualify me.
* I declare that all the information contained in every section of this application is true to the best of my knowledge and does not omit facts that could have a bearing on selection decisions.
* I understand that any appointment is conditional on this declaration and the above checks.
* I also understand that any incorrect, false or misleading information may make this application void.
* In addition, I am aware, should this situation occur after I join the employment of Richmondshire District Council, I would be liable to disciplinary action that may result in my dismissal.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** |  | **Date:** |  |

## Education

If offered a post you will be asked for original evidence of your qualifications and the Council reserves the rightto approach any number of education providers to verify qualifications stated.

### Secondary Education (CSE, GCSE, RSA, A Levels or equivalent)

|  |  |  |  |
| --- | --- | --- | --- |
| **Where you studied** | **From** | **To** | **Subject and grades** |
|  |  |  |  |

### Further and Higher Education (Degree, Diploma, BTEC, City & Guilds, NVQ etc, or equivalent)

|  |  |  |  |
| --- | --- | --- | --- |
| **Where you studied** | **From** | **To** | **Subject and grades** |
|  |  |  |  |

|  |
| --- |
| Professional Qualifications |
|  |

|  |
| --- |
| **Membership/Registration with Professional Bodies** |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Do you hold a full UK Driving licence?**  | **Yes** |  | **No** |  |
| **Are there any current endorsements on your licence? (Please circle)**  | **Yes/No** | **Please provide details & dates below:** |
| **Do you have access to a vehicle** **Please note that answers to this question will only be considered where this is a requirement of the post.** | **Yes** |  | **No** |  |

## Employment Details

|  |
| --- |
| **Present/Most Recent Employer** (this may be paid or unpaid)  |
| **Job Title** |  | **Present or Final Salary** |  |
| **Start Date** |  | **End Date (**If appropriate) |  |
| **Reason for Leaving** |  | **How much notice are you required to give?** |  |
| **Name and address of employer** |
|  |
| **Postcode** |  |
| **Telephone Number** |  |
| **Brief description of job and main duties** (please include and refer to a CV if you wish to expand on the detail.  |
|  |
| **Employment History**This may be paid or unpaid. Please put most recent job first. Reason for leaving must be clearly stated. All periods of unemployment or gaps must be explained. |
| **Name and address of employer** | **Position Held** | **Dates** | **Brief outline of Duties**(You may refer to and include a CV) | **Salary/ Grade** | **Reason for Leaving** |
| **Start**  | **End** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

## Supporting Information

In your own words answer the following questions showcasing your experiences and skills relevant to the apprenticeship you are applying for. Your answers will be assessed against the requirements outlined in the Job Description and Person Specification.

|  |
| --- |
| **Question 1. Tell us why you wish to undertake an apprenticeship and the relevant qualification offered?**  |
|  |

|  |
| --- |
| **Question 2. What interests you about the post and qualification offered? Why do you feel this is suited to you and your skills?** |
|  |

|  |
| --- |
| **Question 3. Provide an example of a time where you have worked as part of a team where you showed team working skills? When sharing any ideas or opinions how did you deal with any who disagreed with you or disagreements within the team?****This could be in any team environment - education, leisure, employment, community organisations).**  |
|  |

|  |
| --- |
| **Question 4. Describe a situation when you have had to work to a specific deadline. This can be in any environment, education, training or employment. Can you tell us how you managed your time? Did you encounter any difficulties and if so, how did you overcome them?**  |
|  |

|  |
| --- |
| **It is the Council’s practice to take up references when applicants are offered a post**. Please provide the name and address of two referees from whom the Council may seek information regarding your suitability for employment. If you are currently employed, one of the referees must be your current employer. Otherwise, it must be your most recent employer or education provider (school, college or university). Family members, Ex or current partner and close friends are not acceptable referees. Please note if the position involves working with vulnerable adults or children any number of previous employers may be contacted without seeking further permission from you in relation to your employment history as part of the vetting process (this includes vetting if internal candidates). |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name**:  |  | **Name** |  |
| **Position** |  | **Position** |  |
| **Relationship to you** |  | **Relationship to you** |  |
| **Address** |  | **Address** |  |
|  |  |
|  |  |
| **Telephone Number** |  | **Telephone Number** |  |
| **Email Address** |  | **Email Address** |  |

**Please return this form to**: apprenticeships@richmondshire.gov.uk or by post to: Human Resources, Mercury House, Station Road, Richmond, North Yorkshire DL10 4JX Tel: 01748 901022