



Apprenticeship Application Form

Please complete this Form in ink.

APPRENTICESHIP DETAILS

Please complete in BLOCK CAPITALS

Type of apprenticeship applied for:

Location: **Dalbeattie, Carlisle, Petersmuir, Fort William, Boat of Garten, Newbridge, Southampton, Dumfries**

PERSONAL DETAILS

Please complete in BLOCK CAPITALS

Title:	Forename (s) :	Surname :	Date of Birth (DD/MM/YY)	Age
Permanent Address:		Parent / Guardian Address (if different):		
Postcode :		Postcode :		
Telephone number (including area code)		Telephone number (including area code)		
Mobile number		E-mail address		
I agree and support this application: <i>Signed by Parent/Guardian (if applicant under 18 years of age) :</i>				
National Insurance Number		Next of Kin (Please print name / relationship)		

ADDITIONAL DETAILS

Please complete in BLOCK CAPITALS

Are you eligible to work in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you require a work permit?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If Yes, please give details below</i>
Do you hold a current full driving licence?	Yes <input type="checkbox"/> No <input type="checkbox"/> Do you have any current endorsements? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If Yes, please give details below</i>



ADDITIONAL DETAILS

Please complete in BLOCK CAPITALS

Do you require any special arrangements to be made for your interview on account of disability? Yes No

If Yes, please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your interview and thus meet our obligations under the Equality Act 2010.

Have you ever been convicted of a criminal offence? Yes No

If Yes, please give details of any unspent convictions. Spent convictions do not have to be declared as the job is not one covered by the Exceptions Order.

SCHOOL / COLLEGE DETAILS AND QUALIFICATIONS

Please complete in BLOCK CAPITALS

School / College Name & Address and Dates attended from / to	To be Taken				Taken			
	Subject	Type & Level **	Date of Exam	Grade Expected ***	Subject	Type & Level **	Date of Exam	Grade

** e.g. 'GCSE' or 'A' or 'AS' Level; GNVQ Intermediate; GNVQ Advanced etc

***Please write (M) against Grades from any 'Mock' exams you have actually taken or (P) against predicted grades



ADDITIONAL COURSES AND TRAINING

Please complete in BLOCK CAPITALS

Please give details of any courses / training you have undertaken.

Institute / Provider	Qualification / Course Name	Level	Date Achieved

PREVIOUS EMPLOYMENT OR WORK EXPERIENCE

Please complete in BLOCK CAPITALS

Please give details of any employment you have had, including any voluntary work, part-time jobs or work experience placements.

Dates From / To		Employer/Location	Position Held	Description of Work

Group Management Manual			
Section	Document	Page	Date
5	144	Page 4 of 7	01/08/2013
Replaces Issue Dated: N/A			



HOBBIES & INTERESTS

Please print in BLOCK CAPITALS and give details of:

Your hobbies / interests :

Any positions of responsibility held :

Any awards achieved :

CAREER CHOICE

Please complete in BLOCK CAPITALS

Example: Electrical Engineering, Mechanical Engineering, Process Manufacturing, Business Administration etc

Describe what has led you to these choices:

Group Management Manual			
Section	Document	Page	Date
5	144	Page 5 of 7	01/08/2013
Replaces Issue Dated: N/A			



SELF - ASSESSMENT

Please complete in BLOCK CAPITALS

The purpose of this section is to help you think about the skills needed in the job(s) you have applied for. Your answers to this section are important and we may ask you to expand on your answers at interview. Try to give clear and relevant examples, identify clearly what you did, personally and specifically how you contributed. If you find you need more space, please continue on a separate sheet of paper, write your name on the top and attach it securely to this Form.

PRACTICAL SKILLS AND PROBLEM-SOLVING

Please give an example of a practical task you have undertaken; how you planned it and how you overcame any problems or challenges you encountered. Examples can be from School, College, Work, Hobbies etc.

WORKING IN TEAMS

Please give an example of an occasion where you have supported, co-operated and worked alongside others in a team or in a group of people to achieve a common goal. Describe your role in the team and how you contributed to the team's success. Give details of an instance of when you needed to seek help from a teacher or supervisor

EFFORT AND APPLICATION

Describe an occasion when you had to undertake a task you disliked. How did you cope and did you finish it successfully? What personal characteristics do you think you had to use to undertake the task and overcome any obstacles?

COMMUNICATION WITH OTHERS

Please give examples of where you have had to send and receive information to and from others, for example oral presentations, written reports, school/college group meetings, group discussions and debates etc.



REFERENCES

Please complete in BLOCK CAPITALS

Please give details of **two** referees, one of whom should be your current or most recent employer or school tutor (school leavers only).

Do you have any objection to your referees being contacted? If Yes, no contact will be made without your prior permission.	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Title: Name: Company Name (if applicable): Address: Telephone number (including area code): E-mail Address: Relationship / Occupation:	Title: Name: Company Name (if applicable): Address: Telephone number (including area code): E-mail Address: Relationship / Occupation:
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DECLARATION

To be completed by all applicants

Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998. Individuals have, on written request the right of access to personal data held about them.

I/We hereby give my consent to BSW Timber Ltd processing the data supplied in this application form for the purpose of recruitment and selection.

I/We confirm to the best of our knowledge and belief that all information given in this form and any attachments thereto are correct and, if it is subsequently discovered that false or misleading information has been given, this may subsequently lead to the company terminating the apprenticeship.

BSW Timber Ltd have a strict drugs and alcohol policy, therefore by signing this declaration I also understand that random screening for alcohol and drug abuse will be part of any subsequent employment.

..... Signature of Applicant Date: Signature of Parent / Guardian <i>(If under the age of 18 years)</i> Date:
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Please return your completed application form to:

Zaneta Korzeniecka, Group HR Administrator, Apprentice Recruitment, BSW Timber Ltd, Carlisle Sawmill, Cargo, Carlisle, CA6 4BA



Job Details

Position applied for:

Site/Location:

Equality of Opportunity in Employment Monitoring Information

BSW Timber is an equal opportunities employer and all of our applicants will receive equal treatment irrespective of race, colour, nationality, ethnic or national origins, religion or belief, sex, sexual orientation, marital status, age, disability or membership or non-membership of a trade union.

To help BSW Timber monitor the effectiveness of the policy on equality of opportunity in employment, please provide the information requested below. This information will be kept in strict confidence and used for statistical purposes only.

Please note, the provision of information in Section D is entirely voluntary and, if you choose not to do so, this will not be held against you when considering your suitability for the job.

Thank you for your co-operation.

Sex Female Male

What is your ethnic group? Choose **ONE** section from 1 to 5, then tick the appropriate box to indicate your cultural background.

- 1: White
 - Scottish Other British Irish
 - Any other White background, please write in:
- 2: Mixed
 - Any Mixed background, please write in:
- 3: Asian, Asian Scottish or Asian British
 - Indian Pakistani Bangladeshi Chinese
 - Any other Asian background, please write in:
- 4: Black, Black Scottish or Black British
 - Caribbean African
 - Any other Black background, please write in:
- 5: Other Ethnic background
 - Gypsy Traveller
 - Any other background, please write in:

Are you entitled to work within the United Kingdom? Yes No

(Please Note, if you are invited to attend an interview you will be asked to produce supporting evidence)

Age Group – please tick to indicate which age group you fall within:

Under 18 years old 18 to 64 years old 65 + years old