Text

Description automatically generated

**Application Form**

**PRIVATE AND CONFIDENTIAL**

**Return your application to** [**hello@ariteminue.com**](mailto:hello@ariteminue.com)

Position applied for:

How did you hear about this position?

Please read the job description carefully before completing this application form. The decision to short list you for an interview will be based on the information you provide on this form.

A separate form must be completed for each apprenticeship you are applying for.

Please do not attach your CV as this will not be considered.

Save your application as a PDF document and email to [hello@ariteminue.com](mailto:hello@ariteminue.com)

**A: PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Full Name: (as written on your passport/legal documents)** | |
| **Preferred name (as you prefer to be known, if different from the above)** | |
| **Your preferred pronouns** | |
| Address:  Postcode: | Mobile:  Email Address: |
| Do you need a work permit to take up employment in the UK? (please circle): Yes/No  If you have circled yes, please provide further information: | |
| Prior to this application have you engaged in an apprenticeship?  Yes No | |
| If you entered yes, please state full details of the apprenticeship (e.g. start and finish dates, whether you completed the programme and the qualification obtained) | |

**B: EMPLOYMENT HISTORY:** most recent first and including all relevant temporary and voluntary work. You may give additional information on supplementary sheets.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name(s) and Address(es) of Employer(s): | Dates: | | Position Held/Main Duties: | Starting  /Leaving Salary: | Reason for Leaving: |
| From | To |
|  |  |  |  |  |  |

**C: EDUCATION & QUALIFICATIONS:** secondary, further and higher education and any other professional or vocational qualifications or equivalents.

|  |  |  |  |
| --- | --- | --- | --- |
| From: month/year | To: month/year | School/Colleges Attended: | Subject(s) studied |
|  |  |  |  |

**D: SKILLS, ABILITIES AND EXPERIENCE:** Use this section to outline the skills and experience you have gained, either in paid work, unpaid/voluntary work, work at home, through your studies, through your leisure activities, which you feel meet the requirements listed in the job description.

|  |
| --- |
|  |

**E: INTERESTS, SPORTS, HOBBIES:** Please use this section to list any activities you participate in on a regular basis or any interests you may have.

|  |
| --- |
|  |

**F: PERSONAL STATEMENT:** Please tell us what you hope to gain from the apprenticeship. Your answer should include your career ambitions and how the apprenticeship will help you move towards fulfilling your aspirations. **No more than 500 words.**

|  |
| --- |
|  |

**G: VACANCY QUESTIONS:** please answer the 2 specified questions that have been set by the employer. Please try and answer as fully as you can. (Refer to the job specification for the two specified questions).

|  |
| --- |
| **1.**  **2.** |

**H: SUPPLEMENTARY INFORMATION:**

|  |
| --- |
| If you are invited to attend for assessment or interview, do you have any special requirements?    **Please specify here or outline in more detail separately:**  **How much notice are you required to give to leave your present employment?** |

**I: DECLARATION OF APPLICANT**

|  |
| --- |
| I confirm that the above information is correct.  I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable for dismissal.  I consent to All Things People & Talent using and keeping information I have provided on this application or elsewhere as part of the recruitment process and/or personal information supplied by third parties such as referees, relating to my application or future employment. I understand that the information provided will only be used by All Things People & Talent and the employer. The information provided will be used to make a decision regarding my suitability for employment and if successful the information will be used to form my personnel record and will be retained for the duration of my employment. If I am not successful, I understand that All Things People & Talent will retain the form for as long as is deemed necessary and that All Things People & Talent may use it to contact me in the event of there being any other vacancies for which I may be suitable.  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |