

# APPRENTICESHIP JOB APPLICATION



An Equal Opportunities Employer

Apply online at <https://jobs.derbyshire.gov.uk/>  
 You can also complete in BLACK INK or TYPE.

| APPRENTICESHIP APPLIED FOR |                  |              |  |
|----------------------------|------------------|--------------|--|
| Job title                  |                  |              |  |
| Vacancy number             | e.g. DCC/17/1234 | Closing date |  |

| PERSONAL DETAILS             |  |           |  |
|------------------------------|--|-----------|--|
| Title                        |  | Last name |  |
| First names                  |  |           |  |
| Preferred first name         |  |           |  |
| Previous last names (if any) |  |           |  |
| Home Address                 |  |           |  |
| Postcode                     |  |           |  |
| Telephone                    | Home   |           |  |
|                              | Mobile   |           |  |
| E-mail                       | if an email address is provided this will be used for any communications with you. |           |  |

| EMPLOYMENT HISTORY INCLUDING WORK EXPERIENCE OR VOLUNTARY WORK                           |                            |       |    |                    |
|--|----------------------------|-------|----|--------------------|
| Please give details of <b>any</b> experience you have had starting with the most recent. |                            |       |    |                    |
| Organisation and address   | Main duties (what you did) | Dates |    | Reason for leaving |
|  |                            | From  | To |                    |
|  |                            |       |    |                    |



## EDUCATION & QUALIFICATIONS

Please input details of your education and qualifications. You may provide details of predicted grades for qualifications that you are currently studying eg GCSE's. However, you must clearly state that these are 'predicted grades'.

| Establishment/school or college attended | Qualification course title/subject | Grade | Dates |    |
|--|------------------------------------|-------|-------|----|
|  |                                    |       | From  | To |
|  |                                    |       |       |    |

## SKILLS, KNOWLEDGE & EXPERIENCE

Please outline any experience you have, from any part of your life, which you think will be helpful in this apprenticeship. You may use examples from school, college, work, home, social, sport or other activities. Please provide details under each of the following headings and refer to the Job and Person Profiles that are attached as a guide.

Numeracy/Literacy Skills

Organisation Skills

Communication Skills (written, oral and listening)

Ability to show initiative

Reliability & Punctuality

Enthusiasm for the work involved

In addition you are asked to give at least one example from your experience for each of the following:

Personal Achievement

Contributing to a team

Personal leadership/taking responsibility

Contributing to the community

Please provide any further information that support your application for this apprenticeship

## REFERENCES

Please refer to the attached References document for guidance. You must bring your references to the interview with you in a sealed envelope.

Name of your first referee  
(current or most recent education establishment/employer)

Their job title

Their relationship to you eg line manager or teacher

Organisation and address

Postcode

Telephone

Name of your second referee  
(No family or friends)

Their job title

Their relationship to you eg teacher.

Organisation and address

Postcode

Telephone

*Your references will need to be validated when an offer of an apprenticeship has been made. Please ensure that your referees are aware of this and are happy to provide this information.*

## ASSOCIATION WITH A COUNTY COUNCILLOR OR EMPLOYEE OF DERBYSHIRE COUNTY COUNCIL

Do you have a close association with a county councillor or employee of Derbyshire County Council? Yes  No

If you have answered yes, you are required to declare the name and relationship involved.

| Their name           | Their job            | Their department     | Your relationship    |
|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

**Please note** - Any applicant who directly or indirectly seeks the support of any councillor or officer for any appointment or apprenticeship with the council will be disqualified.

## SUPPORTING INFORMATION

If you are the successful candidate we will ask you to disclose any criminal convictions, warnings, reprimands, cautions, or other orders, pending prosecutions, or criminal investigations. **We will only take them into account if we consider them relevant to the job for which you have applied.** You are not required to disclose offences which are spent under the Rehabilitation of Offenders Act 1974, unless the post for which you have applied is exempt under the Act. For these exempt jobs both spent and unspent offences must be disclosed, unless they are "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013. If the vacancy for which you are applying requires such a disclosure, this will be stated clearly on the advertisement and the supporting details you will have received with this form. For these posts an offer of appointment will be subject to satisfactory Disclosure & Barring Service clearance. Any information disclosed will be treated in the strictest confidence.

Have you lived or worked abroad in any one country for 6 months or longer at any time since the age of 18?

Yes  No

If Yes, please give dates and countries

## HOW DID YOU FIND OUT ABOUT THIS APPRENTICESHIP?

eg council website, social media, newspaper (please tell us which one), Job Centre, etc.

## EMPLOYMENT

Do you work for Derbyshire County Council at the moment? Yes  No

## DECLARATION

I declare that the information on this form is true and accurate. I understand that providing misleading or false information will disqualify me from the appointment or may lead to me being dismissed if appointed to the post.

**Privacy Notice** - The information contained in this form, and any other information received on or on behalf of the council relating to your application will be processed by the council as part of its legitimate interest in administering the recruitment process. Your personal details will be held only for this purpose and will be shared with our third party recruitment system provider, Giant Precision. Your data will only be accessed by employees in the legitimate performance of their duties and will be held in accordance with the HR retention schedule and in accordance with the Data Protection Act [2018] and the General Data Protection Regulation. For details of the Council's HR Privacy statement please see our website

Please advise us of any other information relevant to the recruitment process so we can ensure every attempt is made to meet your needs. This could include dates when you are **not** available for interview or any special requirements you may have such as necessary equipment and/or resources to enable you to attend an interview.

**Please sign and date**

Signature

Date

## EQUAL OPPORTUNITIES MONITORING FORM

The council is committed to its equality and diversity policy. We want to do all we can to prevent discrimination in any form and you can help us in this by completing the information below. The information given on this sheet will **not** be used to make decisions about who is recruited. The form will **not** be seen by the shortlisting/interview panel (but if you are disabled this fact will be passed on to the recruiting manager so that we can meet our obligations as a Disability Confident Employer). The form will be used to improve equality in recruitment and overall service delivery. Your help filling in this form is greatly appreciated. Thank you.

|                          |                |
|--------------------------|----------------|
| <b>JOB REFERENCE No.</b> | <b>DCC / /</b> |
|--------------------------|----------------|

|                      |           |  |           |  |             |  |
|----------------------|-----------|--|-----------|--|-------------|--|
| <b>DATE OF BIRTH</b> | <b>DD</b> |  | <b>MM</b> |  | <b>YYYY</b> |  |
|----------------------|-----------|--|-----------|--|-------------|--|

|                                 |                          |           |                        |                          |           |                          |                          |           |
|---------------------------------|--------------------------|-----------|------------------------|--------------------------|-----------|--------------------------|--------------------------|-----------|
| <b>RACIAL OR ETHNIC ORIGINS</b> |                          |           |                        |                          |           |                          |                          |           |
| White British                   | <input type="checkbox"/> | <i>WB</i> | Other mixed background | <input type="checkbox"/> | <i>MO</i> | Black Caribbean          | <input type="checkbox"/> | <i>BC</i> |
| White Irish                     | <input type="checkbox"/> | <i>WI</i> | Indian                 | <input type="checkbox"/> | <i>AI</i> | Black African            | <input type="checkbox"/> | <i>BA</i> |
| White other                     | <input type="checkbox"/> | <i>WO</i> | Pakistani              | <input type="checkbox"/> | <i>AP</i> | Other black background   | <input type="checkbox"/> | <i>BO</i> |
| White & Black Caribbean         | <input type="checkbox"/> | <i>MC</i> | Bangladeshi            | <input type="checkbox"/> | <i>AB</i> | Chinese                  | <input type="checkbox"/> | <i>OC</i> |
| White & Black African           | <input type="checkbox"/> | <i>MB</i> | Other Asian background | <input type="checkbox"/> | <i>OA</i> | Gypsy or Irish Traveller | <input type="checkbox"/> | <i>OG</i> |
| White & Asian                   | <input type="checkbox"/> | <i>MA</i> | Arab                   | <input type="checkbox"/> | <i>AR</i> | Any other                | <input type="checkbox"/> | <i>OT</i> |

|  |  |
|--|--|
| <b>DISABILITY</b>  |  |
| Are you disabled?  | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Derbyshire County Council welcomes applications from disabled people and undertakes to offer every appropriate support to enable them to gain and retain employment. |  |

|                               |                                 |
|-------------------------------|---------------------------------|
| <b>GENDER</b>                 |                                 |
| Male <input type="checkbox"/> | Female <input type="checkbox"/> |

|   |                          |        |                          |                          |                          |
|---|--------------------------|--------|--------------------------|--------------------------|--------------------------|
| <b>RELIGION / BELIEF – please tick only one box</b> |                          |        |                          |                          |                          |
| Buddhist  | <input type="checkbox"/> | Jewish | <input type="checkbox"/> | None                     | <input type="checkbox"/> |
| Christian (all denominations)                       | <input type="checkbox"/> | Muslim | <input type="checkbox"/> | Other religion or belief | <input type="checkbox"/> |
| Hindu   | <input type="checkbox"/> | Sikh   | <input type="checkbox"/> | Prefer not to say        | <input type="checkbox"/> |

|  |                          |                      |                          |                   |                          |
|--|--------------------------|----------------------|--------------------------|-------------------|--------------------------|
| <b>SEXUAL ORIENTATION – please tick only one box</b> |                          |                      |                          |                   |                          |
| Bisexual   | <input type="checkbox"/> | Lesbian or gay woman | <input type="checkbox"/> | Gay man           | <input type="checkbox"/> |
| Heterosexual   | <input type="checkbox"/> | Other                | <input type="checkbox"/> | Prefer not to say | <input type="checkbox"/> |