



# >> Application for training

**INSTRUCTIONS FOR COMPLETION:**

- 1 Please write in **BLOCK CAPITALS** as clearly and as accurately as you can.
- 2 Try and include as much detail as possible.
- 3 Take care in completion as this will be used to send to prospective employers.

**>> PERSONAL DETAILS**

Title: Mr/Miss/Mrs/Ms/Other:      Surname:      First name(s):

Home Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Tel No:      Mobile No:      Email address: \_\_\_\_\_

Date of birth:    /    /      Age:      National Insurance Number:    /    /    /    /

**>> PROGRAMME SOUGHT** Which programme are you applying for?

Business Administration       Customer Service       Engineering/Manufacturing

**>> PREFERRED COMPANY** Are you interested in joining any particular type of company? If so, tell us which company and why?

**>> EDUCATION AND QUALIFICATIONS**

Name of High School and Address: \_\_\_\_\_

Subject	Exam (GCSE, GNVQ, etc)	Year exam taken	Dates Attended	
			From _____	To _____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Favourite Subjects (What were your favourite subjects at school?)

Details of any position of responsibility held at school (eg Prefect, Team Captain):

Name of Sixth Form High School / College and Address: \_\_\_\_\_

Subject	Exam ('A' level etc)	Year exam taken	Dates Attended	
			From _____	To _____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**>> PREVIOUS EXPERIENCE / WORK EXPERIENCE** Have you had any experience of the type of work you want to train for? Describe previous experience gained or work experience stating company name and type of work

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Remember to fill in the back of this form (P.T.O.)

**We are an Equal Opportunities Organisation**

**Training for a brighter future**



**>> PREVIOUS EMPLOYMENT / PART-TIME JOBS / TRAINING COURSES**

Name of company/ Training organisation	Dates From / To	Nature of employment/Course attended	Reason for leaving
	/		
	/		
	/		
	/		
	/		
	/		

**>> HOBBIES AND INTERESTS** Please state briefly about any hobbies, sporting activities, personal achievements etc.

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**>> CAREER OPTION**

What kind of jobs/occupations are you interested in?

Give a brief description of why you would like to follow this career path and what interests you about this type of work:

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What has made you decide to look for an apprenticeship?

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**>> HEALTH** Please give details of any health or medical conditions that you have which may affect the type of training or work you can undertake? Whilst every effort is made to meet individual requirements, for health and safety reasons there may be certain instances where specific health or medical conditions exclude you from particular occupations.

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*This information is required to assist us to safeguard your health and safety during your training programme.*

**DISABILITY** We are an equal opportunities organisation. Please confirm whether you have a disability and if so please give details so that appropriate arrangements can be made for any reasonable adjustments that may be necessary. Any information you disclose about a disability or learning difficulty will be used sensitively.

I consider myself to have the following disability(s):

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I do not consider myself to have any disabilities  I prefer not to disclose

**>> EQUAL OPPORTUNITIES**

The information is to enable us to monitor our equal opportunities policy. Monitoring is recommended by the Code of Practice for the elimination of discrimination on grounds of race, creed, sex or marital status. Information gained is used for no other purpose and is treated in the strictest of confidence.

Please indicate your gender:  Male  Female

Please indicate your ethnic origin below:

<input type="checkbox"/> Asian/British - Bangladeshi	<input type="checkbox"/> Asian/British - Chinese	<input type="checkbox"/> Asian/British - Indian	<input type="checkbox"/> Asian/British - Pakistani
<input type="checkbox"/> Asian/British - Other	<input type="checkbox"/> Black/British - African	<input type="checkbox"/> Black/British - Caribbean	<input type="checkbox"/> Black/British - Other
<input type="checkbox"/> Mixed -White/Black African	<input type="checkbox"/> Mixed - White/Black Caribbean	<input type="checkbox"/> Mixed - White/Asian	<input type="checkbox"/> Other Ethnic Group
<input type="checkbox"/> White - British	<input type="checkbox"/> White - Irish	<input type="checkbox"/> White - Other White	<input type="checkbox"/> Prefer not to say

Other (Specify):

**>> DECLARATION**

Date when free to commence training:

**DATA PROTECTION ACT 1998**

The information that you have given on this form is covered by the Data Protection Act 1998. You have the right to see the data that is held about you. The information may be shared with others involved in your transition to work based learning. By signing below you are authorising Segta Management Services to be able to store on file your application form and share with prospective employers.

I confirm that to the best of my knowledge that the information given on this form is true and correct. Any false statement may be sufficient cause for rejection.

Signed:

Date:

This application form should be returned to:

**SEGTA MANAGEMENT SERVICES**, Neptune Building, Beoley Road West, Redditch, Worcestershire, B98 8LY  
Tel: 01527 60890 Fax: 01527 595176 e-mail: info@segta.org website: www.segta.org