

Application Form Guidance Notes

Future Skills Sandwell is part of Sandwell MBC, a large multicultural Metropolitan Borough in the heart of the Black Country. We are committed to the Equality Policy, and all applicants will be treated equally and fairly throughout the recruitment and selection process. This means that we welcome your application irrespective of your gender, race, disability, ethnic or national origin, or religion.

If you are successful in gaining a place on the programme, you in turn will be obliged to follow this policy.

THE APPLICATION FORM

Completing the application form is the first step in the recruitment process, it will determine if you are selected for the next stage. It is therefore important that you complete ALL sections of the application form as clearly and fully as possible. If a section is not relevant to you please mark it N/A or Not applicable. Please use Blue or Black ink to complete the form.

Important Note:
Incomplete forms will be returned which may delay your application.

AREAS OF TRAINING

Please tell us which area of training you are interested in. If you are interested in more than one area, please indicate choice by number 1,2,3 etc).

PERSONAL DETAILS

Please enter your personal details fully and clearly so that we may contact you about your application

EDUCATION DETAILS

Please enter details of the secondary school(s) and/or

college(s) you have attended, and any examinations you have taken, for example GCSE, GNVQ's, Key Skills. If you know the results please write in the grades and the date awarded. If you are waiting for your results please state the grades that you expect to get. Successful applicants will be required to bring in copies of their exam certificates.

WORK EXPERIENCE DETAILS

Please give details of any work experience you have had such as school placements or voluntary work.

EMPLOYMENT DETAILS

If you have had a job, please tell us about it here (include Saturday job, paper-round etc), or if you have an employer relevant to your Apprenticeship trade, who is willing to employ you to carry out your Apprenticeship, please enter their details.

REFERENCES

Please give the names and contact details of at least one person we can approach for a reference. Your current school/college must be included i.e. tutor, year-head or headmaster

EQUAL OPPORTUNITIES

You are asked to complete this section to enable us to monitor the effectiveness of our Equality Policy. To do this we need to know:

- whether you are male or female
- your ethnic origin
- whether you have a disability

Please help us by ticking or completing the appropriate boxes in this section. This information will be used to measure how we are progressing.

DATA PROTECTION ACT 1998

Please make sure that you have signed and dated the application form to confirm your details are correct and complete.

WHAT HAPPENS NEXT?

If you meet the essential criteria for the programme you will be called for an initial assessment.