

Apprenticeship Application Form

Please complete in BLOCK CAPITALS and return to:

Human Resources Department
Axminster Tools and Machinery
Weycroft Avenue
Axminster
Devon
EX13 5PH



Personal Information:

Full Name: Mr / Ms / Mrs / Miss									
Address:									
Postcode:									
Contact telephone number (daytime):									
Contact telephone number (evening):									
Mobile:									
Email address:									
National Insurance number:									



Education History:

Secondary School:	
From:	To:
<u>Subjects:</u>	<u>Grades/Predictions:</u>
College/Further Education:	
From:	To:
<u>Subjects:</u>	<u>Grades/Predictions:</u>

Please give detail of any work experience that you have completed, whether this was paid/unpaid, organised through the school or under other circumstances:

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About you:

Please give us an overview of yourself including your interests, hobbies and skills:

What are your career aspirations?

What is your biggest achievement to date?

Why would you like to do an Apprenticeship and what makes you an ideal candidate?

Tell us what you did like/didn't like about full time education:

Why would you like to work for Axminster Tools and Machinery?

Is there any additional information you would like to give to support your application?

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Additional information:

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"/>
Are you willing to work overtime and weekends when required?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>Have you ever been convicted of a criminal offence? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please give further information (under the Rehabilitation of Offenders Act 1974, spent convictions need not be declared).</p>	
Do you have a current full driving licence?	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
<p>Does your licence have any endorsements? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please give further information:</p>	

Axminster Tools and Machinery seeks to offer employment opportunities irrespective of physical or mental disabilities wherever possible, and will make any reasonable adjustments to ensure that disabled people can compete equally with non-disabled people.

Do you consider yourself to have a disability that is relevant to the job for which you are applying?

Yes

No

If yes, please give brief details of the effects of the disability and any assistance you would need:

To attend an interview:

To enable you to perform the job, if successful:

Under the Guaranteed Interview Scheme disabled candidates who at least meet all of the essential criteria for the job will be guaranteed an interview. Are you applying under this scheme? Yes No



References

Please give details of two referees (including your current employer if you have one) covering a **minimum of the most recent three years** employment history. If you are in, or have just completed full time education, one referee should be from your school, college or university. Referees must not be a friend or related to you and must be able to comment on your skills and abilities in relation to the post. References will not be taken before an offer of employment is made.

Referee 1

Name:
Company name:
Address:
Postcode:
Telephone number:
Email:
Occupation/relationship:
How long have they known you?

Referee 2

Name:
Company name:
Address:
Postcode:
Telephone number:
Email:
Occupation/relationship:
How long have they known you?



Declaration

I declare that the information given in this application is, to the best of my knowledge, complete and accurate.

I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable for dismissal.

I consent to Axminster Tools and Machinery 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 be used to make a decision regarding my suitability for employment and if successful the information will be retained on my personnel record for the duration of my employment and for a reasonable time thereafter. If I am not successful, I understand that Human Resources will retain this form for 6 months and that the Company may use it to contact me in the event of there being any other vacancies for which I may be suitable.

Signature:

Date: