

**Project Support Apprentice**

**APPLICATION INSTRUCTIONS**

**In order for your application to be considered it is important that you complete this form fully and send it to** [**recruitment@alphaplus.co.uk**](mailto:recruitment@alphaplusconsultancy.co.uk) **together with a covering statement by 2 November 2020.**

**Your application form, covering statement and CV are all important components of the shortlisting process. Your covering statement should set out how you meet the requirements of this job with close reference to the personal attributes in the job description. You should draw on examples where possible from relevant situations such as school, work, clubs and other activities.**

**EQUAL OPPORTUNITIES MONITORING**

**You are invited to complete our equal opportunities form and email it to** [**monitoring@alphaplus.co.uk**](mailto:monitoring@alphaplus.co.uk)**. Please note that its completion is optional, is not part of the selection process and is conducted separately from the selection process. Members of the selection panel do not have sight of completed equal opportunities monitoring forms.**



**Application Form - Apprenticeship**

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| **Title of post applied for** | **Project Support Apprentice** | |
| **Where did you see this vacancy advertised?** |  | |
| **Your Name** |  | |
| **Your Address** |  | |
| **Please supply your contact details below and tick your preferred method of contact: ✓** | | |
| **Mobile** |  |  |
| **Email** |  |  |
| **Telephone (day)** |  |  |
| **Telephone (evening)** |  |  |

|  |  |
| --- | --- |
| **Education** | |
| **Subject** | **Qualification and grade gained** |
|  |  |
| **Work Experience** | |
| **Dates and location** | **Job role and main duties** |
|  |  |
| **About you** | |
| **What are your strengths?** | |
|  | |
| **What personal skills would you like to improve?** | |
|  | |
| **What are your hobbies, interests and achievements?** | |
|  | |
| **Describe a situation when you have had to deal with a difficult customer/colleague (at work, school or clubs). How did you deal with them and why?** | |
|  | |
| **This is a busy role that requires accuracy and attention to detail. How would you manage your workload and avoid mistakes? What tools would you use?** | |
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| **When you are given instructions to complete a task, how do you make sure you understand fully what is being asked of you?** | |
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| **GUARANTEED INTERVIEW SCHEME FOR DISABLED APPLICANTS**  **AlphaPlus offers a guaranteed interview scheme (GIS) to disabled applicants for roles with our company. Under this scheme, disabled applicants who meet the minimum published criteria for the role and provide adequate evidence of this in their application will receive an invitation to interview.**  **Please tick the box on the right side to be considered under the GIS for disabled applicants. ✓** |  |
|  |
| **GUARANTEED INTERVIEW SCHEME FOR EX-MILITARY AND RESERVIST APPLICANTS**  **AlphaPlus offers a guaranteed interview scheme (GIS) to ex-military personnel and reservists for roles within our company. Under this scheme, ex-military personnel and reservists who meet the minimum published criteria for the role and provide adequate evidence of this in their application will receive an invitation to interview. Please tick the box on the right side to be considered under the GIS for ex-military and reservist applicants. ✓** |  |
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| **If you require any reasonable adjustments to be made to the recruitment process to enable you to complete and support your application, (for example wheelchair access if invited to attend interview) please outline them in this section:** |
|  |

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| --- | --- | --- | --- | --- |
| **Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? ✓** | | | | |
| **YES** |  | **NO** |  |
| If yes, please provide details: | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Disclosure and convictions declaration** | | | | |
| **Do you have any convictions, cautions, reprimands or final warnings that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account. ✓** | | | | |
| **YES** |  | **NO** |  |  |
| If yes, please supply details: | | | | |

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| **Declaration** | |
| **I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment, or, if appointed may result in my dismissal. I have viewed the AlphaPlus recruitment privacy notice at** [**https://www.alphaplus.co.uk/recruitment-privacy-notice/**](https://www.alphaplus.co.uk/recruitment-privacy-notice/) | |
| **Signature:** | **Date:** |
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