



Apprenticeship Application Form

Name:	
Address:	
Date of Birth	
Contact Telephone Number	
National Insurance Number	
Email Address	
Please state which apprenticeship vacancy you are applying for.	

Qualifications:

School	Qualification (eg GCSE, Functional Skills)	Subject	Grade	Year

Other Qualifications that you have achieved and Training that you have carried out

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Employment history - Please provide details of your employment history to include Company name, Dates employed and a brief description of your job role, continue on a separate sheet of paper if necessary

Present Employer	
Dates Worked	
Job Title	
Description of Job Role	

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Work Experience / Voluntary work / responsibility- Please provide details of any work experience and / or voluntary roles which may be relevant to your application, please also include any examples of where you have taken on some responsibility, i.e. at school / college or in a club etc.

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Disability – Do you consider yourself to have a disability Y/N

If yes do you consider it would affect your ability to carry out this role according to the job description? Y/N

If yes please outline below any reasonable adjustment that could be made to assist you in this role.

About You - This is not just a job opportunity – in some cases it's the chance to start your career.

Use this space to tell us why you think you are the right person for us.

References – please provide the contact details for 2 references. One of your references must be your current or most recent employer or if you are still at school your Head of Year . If you are unable to provide an employment references please provide an alternative e.g. academic or personal

Name:

Name:

Position:

Position:

Address:

Address:

Email:

Email:

Telephone No.

Telephone No.

Ethnic Origin:**Asian or Asian British**

- Indian
- Pakistani
- Bangladesh
- Other Asian background

White:

- British
- Irish
- Other White

Black or Black British:

- Caribbean
- African
- Other Black

Mixed:

- White and Black Caribbean
- White and Black African
- White and Asian
- Other mixed

Other Ethnic Group

- Chinese:
- Arab
- Any other

Religion/Belief:

- | | | |
|--------------------------------------|---------------------------------|---|
| <input type="checkbox"/> No Religion | <input type="checkbox"/> Hindu | <input type="checkbox"/> Sikh |
| <input type="checkbox"/> Christian | <input type="checkbox"/> Jewish | <input type="checkbox"/> Other Religion |
| <input type="checkbox"/> Buddhist | <input type="checkbox"/> Muslim | |

Please complete your application form and return to Caroline Milner at Combe Pafford School or alternatively email it to her at: cmilner@combepafford.torbay.sch.uk

Data Protection, Confidentiality and Information Security

It is your responsibility to handle the personal data that you have access to in the course of your work, in accordance with data protection legislation and the common law duty of confidence. Your obligations are set out in the Data Protection Policy and You are responsible for ensuring you read, understand, and adhere to these policies, please ask where these can be located. Any deliberate breaches of these policies could amount to a criminal offence under one or more pieces of legislation and /or gross misconduct, which may lead to dismissal without notice.

You are only permitted to access, use, disclose or make copies of personal or confidential information for the purposes of your job, or as authorised by your employer, either during your employment or any time after. It is a criminal offence under the Computer Misuse Act 1990 to deliberately attempt to access a system which you have no authority to access. Your employer reserves the right to regularly monitor systems for inappropriate use.

You are also responsible for ensuring you keep all information and equipment secure and report any theft, loss, unauthorised access or disclosure (whether accidental or deliberate) to your manager and the school's Data Protection Officer.

All information is the property of Combe Pafford School. You should have no expectation of privacy in your use of any of the school's systems. You should be aware that any correspondence, documents, records or handwritten notes you create for work related purposes may be disclosable to the public under the Freedom of Information Act 2000 or the General Data Protection Regulation 2016.

All information and copies shall be the property of the school and on termination of your employment or at the request of the school, you shall return such information and/or equipment. You must also return any personal identification passes issued to you by the school.