

Modern Apprentice application form

Note: Please complete all sections of this form. All applications will be treated in confidence. You only need to complete one application form even if you decide to apply for more than one Apprenticeship. Please do not include a CV as these will not be used in the recruitment selection process.

Application form

PLEASE USE BLOCK CAPITALS

| About me | |
|----------------------------------------------------------------|----------------------------------------------------------|
| First name | |
| Surname | |
| Known as | |
| Address | |
| | Postcode |
| National Insurance Number | |
| Best number to reach me on | |
| Email address | |
| Age | Date of Birth |
| I am registered with Glasgow Guarantee | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| SCN (can be found at top of any SQA certificates you may have) | |

| Please select the Apprenticeship you would like to apply for by ticking a box below | |
|-------------------------------------------------------------------------------------|----------------------------------------|
| Business Admin/ Housing <input type="checkbox"/> | Environmental <input type="checkbox"/> |

| How did you find out about the Apprenticeship? | | |
|------------------------------------------------|---------------------------------------|------------------------------------------|
| Facebook/website <input type="checkbox"/> | Newsletter <input type="checkbox"/> | Housing Officer <input type="checkbox"/> |
| Glasgow Guarantee <input type="checkbox"/> | Poster/flyer <input type="checkbox"/> | Other <input type="checkbox"/> |

My results from school (list your certificates at the highest level only)

| Subject | Level | Result | Year achieved |
|---------|-------|--------|---------------|
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If you have been to College or University, please complete the boxes below

| College/University Name | Attended | Course | Qualification |
|-------------------------|----------|--------|---------------|
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If you have any work experience, please let us know (include paid, voluntary and casual jobs)

| Where? | Your job? | What did you do? | When were you there? |
|--------|-----------|------------------|----------------------|
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To help us understand why you'd like to be a Modern Apprentice and why you think you'd be a great addition to Wheatley Group, please answer these questions

| | |
|------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <p>What does great customer service mean to you?</p> <p>Give an example of when you gave or received it.</p> | |
| <p>We like people who leave things better than when they find them.</p> <p>Tell us about a situation where you changed something for the better.</p> | |
| <p>Tell us about a tricky or uncomfortable situation that you have found yourself in.</p> <p>How did you respond?</p> | |
| <p>We would like to get to know you a bit more;</p> <p>What achievement are you most proud of?</p> | |
| <p>Why should we offer you an Apprenticeship with Wheatley Group?</p> | |

Some other important questions

| | |
|----------------------------------------------------------------------------|--|
| Do you have any care responsibilities? (children or other family members?) | |
| Have you left Local Authority Care in the last 3 years? | |
| Are you able to work legally in the UK? | |

References

| | | | |
|---------------------------|--|---------------------------|--|
| Name | | Name | |
| Address | | Address | |
| | | | |
| Postcode | | Postcode | |
| Contact number | | Contact number | |
| Relationship to you | | Relationship to you | |
| Job title (if applicable) | | Job title (if applicable) | |

The legal stuff

I declare that I have completed this application form myself and that the information it contains is correct to the best of my knowledge and belief

| | |
|--------|--|
| Signed | |
| Date | |

The information you provide in this form will be used for the purposes outlined in the attached privacy notice including assessing your suitability for appointment; this may include contacting referees, previous employers, or educational establishments, to confirm the accuracy of the information provided. If your application is unsuccessful we will dispose this information in line with the Wheatley Group's retention schedules which comply with the General Data Protection Regulations and the Data Protection Act 2018. We will use the information you provide to fulfil our legal requirement to monitor equal opportunities, as fully outlined in the attached privacy notice. This information will be used for statistical purposes only. By typing and signing my name below, I certify that all the information contained in this form is true and correct to the best of my knowledge. I realise that false information or omissions may lead to dismissal without notice.

Please return Application to:
MA Recruitment, The Academy, Wheatley House, 25 Cochrane Street, Glasgow G1 1HL

Or email to:
ma@wheatley-group.com