

Apprenticeship Application Form

Please email your completed application form back to Apprentice.Applications@seta.co.uk



First Name	Middle Name	Last name	Seta Reference

Address:		Date of Birth :	
		Gender:	
		Age:	
Postcode:		NI Number :	
Telephone		Full Driving Licence :	Yes <input type="checkbox"/> No <input type="checkbox"/>
Mobile		Provisional Driving Licence:	Yes <input type="checkbox"/> No <input type="checkbox"/>
e-mail address		Car Owner	Yes <input type="checkbox"/> No <input type="checkbox"/>

Education

School / College	From	To

Qualifications

Subject	Qualification <small>e.g. GCSE, NVQ, BTEC, Functional Skills</small>	Predicted Grade	Achieved Grade	Date Achieved

Prior Learning e.g. Engineering Level 2, Fork Lift Truck, Business Admin. Please quote the full qualification title.

From		To	
Qualification		Level	
Areas Covered			
From		To	
Areas Covered			

Work Experience / Volunteering *Please describe in detail.*

Employer / Duties	Date From	Date To
<i>Name</i>		
<i>Duties</i>		
<i>Name</i>		
<i>Duties</i>		
<i>Name</i>		
<i>Duties</i>		

Career Objectives *Why do you want to be an apprentice and why this sector?*

Personal Statement *Please provide a statement about yourself, including your qualities, experience, list any other awards or achievements you have attained - such as Duke of Edinburgh Award; First Aid; Sports, hobbies and interests, involvement with clubs, charities, societies, etc. Give examples of skills learnt through all these activities*

Apprenticeship Preference

(Please indicate all apprenticeship roles you would consider – research them for more details on the particular job role)

Apprenticeship Main Type	Sub Category	Yes/No
Intermediate Apprenticeship L2	Lean Manufacturing Operative (Production Apprenticeship)	
Intermediate Apprenticeship L2	Warehousing	
Advanced Engineering Apprenticeship L3	Electrical Fitting	
Advanced Engineering Apprenticeship L3	Electrical Maintenance	
Advanced Engineering Apprenticeship L3	Electrical and Mechanical Maintenance	
Advanced Engineering Apprenticeship L3	Engineering Design/Quality Assurance	
Advanced Engineering Apprenticeship L3	Machining/CNC	
Advanced Engineering Apprenticeship L3	Mechanical Fitting	
Advanced Engineering Apprenticeship L3	Mechanical Maintenance	
Advanced Engineering Apprenticeship L3	Technical Support	
Advanced Engineering Apprenticeship L3	Toolmaking/Die Maintenance	
Advanced Engineering Apprenticeship L3	Welding / Fabrication	
Advanced Apprenticeship L3	Assistant Accountant	
Advanced Apprenticeship L3	Business Administration	
Advanced Apprenticeship L3	Team Leading/Supervisor (employed candidates only)	
Higher Engineering Apprenticeship L4	Manufacturing/Maintenance - Candidates must have A' Level Engineering or an Engineering Level 3 Qualifications	
Higher Engineering Apprenticeship L4	Process Lead - Candidates must have A' Level Engineering or an Engineering Level 3 Qualifications	
Higher Apprenticeship L5	Management (employed candidates only)	

Are you applying for an apprenticeship with a specific employer? If so, which company are you applying to?			
Specific Vacancy Reference Number (if applicable)			
Are you happy for Seta to forward your details to other employers?	Yes		No
When are you available to start an apprenticeship - Immediately or June – September?			
Please provide a school/college/employer contact name and email address for someone that is able to give you a current reference.			

Aptitude Test Scores - Engineering

Test Date:

Mechanical Reasoning	%	Principles of Measurement	%
Electrical Principles	%	Spatial Relationships	%
Information Technology	%	Literacy	%
Numeracy	%	Overall Score	%

Aptitude Test Scores - Non-Engineering

Test Date:

Numeracy	%	Information Technology	%
Literacy	%	Numeracy Problem Solving	%
Overall Score	%	GCSE Maths score and grade (additional test)	% Grade

Seta Limited is committed to protecting your right to privacy. The information you provide will be kept on a Seta database and will be used for recruitment purposes. All information supplied will be held in the strictest confidence.

Where did you hear about us (Tick all that apply)?

School Assembly		Seta Open Event		Connexions	
School Careers Event		Facebook/Twitter/LinkedIn		Relative/Friend	
Staff at School/College		National Apprenticeship Website		Work Experience	

Eligibility (please tick where appropriate)

- I am normally and lawfully, a resident in the UK and have been for at least the last 3 years
- I do not hold a qualification at Level 4 or above
- I am not currently on any other government funded training

If you are not in education, employment, or training please tell us why

Seta Limited operates an Equal Opportunity Policy with regard to applications for apprenticeships and will consider all applications on their merits, irrespective of their age, disability, gender, race, religion/beliefs of sexual orientation. We are required to collect the following information for government statistical purposes.

Equality and Diversity

Gender Male Female Other Prefer not to say

Sexual Orientation

- Hetrosexual or Straight Bisexual
- Lesbian or Gay Prefer not to say

Ethnicity

We are required to collect the following information for government statistical purposes.

- 31 English/Welsh/Scottish/Northern Irish/British
- 32 Irish
- 33 Gypsy or Irish Traveller
- 34 Any Other White Background
- 35 White and Black Caribbean
- 36 White and Black African
- 37 White and Asian
- 38 Any Other Mixed/Multiple Ethnic
- 39 Indian
- 40 Pakistani
- 41 Bangladeshi
- 42 Chinese
- 43 Any Other Asian Background
- 44 African
- 45 Caribbean
- 46 Any other Black/African/Caribbean Background
- 47 Arab
- 98 Background Any Other Ethnic group
- 99 Prefer not to say

Religion or Belief

- Christian
 Hindu
 Muslim
 Jewish
 Buddhist

- Sikh
 None
 Prefer not to say
Other, please specify

Rehabilitation of Offenders Act 1974

Information disclosed will not necessarily prevent you from studying this course of your choice. However, if you have previous unspent convictions that you do not disclose and this is discovered you may be refused a place or asked to leave the course.

Have you ever been convicted of a criminal offence, or been made subject of an Order, civil or criminal, made by a Court of Law, involving offences against the person, property, children, or the handling of money?

Yes No

Disability Discrimination Act 2005

The DDA 2005 defines a disability as "A physical or mental impairment that has a substantial and long term effect on a person's ability to carry out normal day-to-day activities". Would you class yourself as having a disability as defined under the Act?

- 01 Visual impairment (including Colour blindness)
 02 Hearing impairment
 03 Disability affecting mobility
 04 Other physical disability
 05 Other medical condition (eg. Asthma diabetes epilepsy)
 07 Mental ill health
 08 Temporary disability after illness (eg. accident)
 97 Other
 98 No Disability
 99 Not known/information not provided

Learning Requirements

If you select parts 0,11,11a - Evidence will be required in the form of a medical certificate/statement.

- 0 Dyslexia (Impaired ability to read)
 11 Dyscalculia (number dyslexia)
 11a Dyspraxia (lack of co-ordination)
 98 No learning difficulty
 99 Not known/information not provided

Support Needs

Do you need support with Maths, English or ESOL? Yes No

Do you have a learning difficulty/ disability/ health problem/ any illness that affects your learning Yes No

Do you have a Local Authority Education Health & Care Plan / EHCP? Yes No

Are you entitled to special exam arrangements e.g. separate room / reader? Yes No

If yes to any of the above, please give details including date of EHCP or most recent annual review.

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If under 18 years of age, please ensure that Parent/Guardian details are completed.

Parent / Guardian Name	
Parent / Guardian Postcode	
Parent / Guardian Telephone Number	
Parent / Guardian Email address	

Applicant Declaration - please ensure that the box below is ticked otherwise we can not progress your application.

By ticking this box I certify that the information which I have given is correct to the best of my knowledge. I understand that it will be processed by computer and used in accordance with the registrations made by Seta Limited under the terms of GDPR. I agree that the information on this form may be passed to prospective employers and other organisations directly associated with funding education support and guidance.

Please email your completed application form back to Apprentice.Applications@seta.co.uk

If you have any queries regarding your application, please email Apprentice.Applications@seta.co.uk or call us on 0191 4162860. Parents/carers as much as we are happy to talk to you we would prefer to speak to your young person directly if possible.