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| **CONTACT INFORMATION** | | | |
| Surname |  | First name(s) |  |
| Address  Post Code |  | Phone numbers  Home  Mobile |  |
| Email |  | | |

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| How did you hear about this apprenticeship scheme? | Advertisement  Website (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Social Media  Company presentation at School  School career’s service  Job Centre  Work experience here  General enquiry to company  Other (please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **YOUR EDUCATION** | | | | | |
| School / College (attended from age 11) |  | From (year) |  | To (year) |  |
| Qualification | Subjects | Grades | | Predicated grades  if not completed | |
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| Please note, the Stainless Metalcraft Apprentice Programme requires grades (or expected grades) of grade 4 or above in Mathematics and English when applying. Where qualifications have been achieved, you will be required to supply copies of certificates. | | | | | |
| **FURTHER EDUCATION** | | | | | |
| Educational Institute Attended |  | From (year) |  | To (year) |  |
| Qualification: | Subjects: | Grades : | | Predicated grades:  if not completed | |
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| **WORK EXPERIENCE** | | | | | |
| Employer |  | From |  | To |  |
| Position: Please also provide a brief description of what you did / achieved | | | | | |
|  | | | | | |
| Employer |  | From |  | To |  |
| Position: Please also provide a brief description of what you did / achieved | | | | | |
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| Have you previously been on a training scheme?  (please tick) | | Yes |  | No |  |
| Please give details below | | | | | |
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| **ABOUT YOU** |
| **Personal Statement**  Tell us why you want to start an Apprenticeship with Stainless Metalcraft, what you hope to achieve in the future and why you should be considered. |
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| What has been your biggest achievement to date? This could include something at school or a personal achievement |
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| What are your hobbies and interests? |
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| Please provide an example of where you have worked as part of a team to achieve something. |
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| Please tell us about a time you have shown flexibility to complete a task/project. Explain the project. Explain how you were flexible. |
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| Please tell us about a time you have solved a problem. What was the problem? What was the outcome? |
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| **MORE ABOUT YOU** | | | | |
| **Rehabilitation of Offenders Act 1974**  Do you have any unspent cautions or convictions? (Please tick) Yes  No  *You are not required to disclose convictions that are “spent”. Please note that “unspent” cautions or convictions will not necessarily disqualify you from the post.*  Please list below details of any unspent cautions or convictions against you giving date, type of offence, sentence/fine imposed etc. | | | | |
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| **Work Permits**  Are there any restrictions to your residence in the UK that might affect your Yes  No  right to take up employment in the UK?  If you are successful in your application, would you require a work permit to Yes  No   work in the UK? | | | | |
| **References**  List name and contact details of two references who are not friends or relatives. For example, school tutor, manager from voluntary work, previous employer, mentor. | | | | |
| **Referee 1** | | | | |
| Name | |  | Position |  |
| Organisation Name & Address  Post Code | |  | Contact Number  Email |  |
| **Referee 2** | | | | |
| Name | |  | Position |  |
| Organisation Name & Address  Post Code | |  | Contact Number  Email |  |

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| **DATA PRIVACY NOTICE & DECLARATION** | | | | |
| The Company will use the information given on your application for filling open positions, which can include either a single, specific opening or additional potential openings beyond the scope of your original application.  Your information will be shared within Stainless Metalcraft (Chatteris) Ltd.’s Human Resource community and its other business functions (eg, line management) to determine how well your application fits the position you have applied for, or possible future postings. Additionally, your application data will be viewed together with additional information you provide the Company during the recruitment process (eg, interviews, assessments, references). If your application is successful, your data will be used for personnel administration including the establishment of a personnel record and management purposes. Your contact information might also be used to improve your job application experience and ABB’s HR recruitment process. For example, you might be asked to participate in surveys related to recruitment. Your participation in such surveys is completely voluntary. Your data might also be used for legal, regulatory and statistical purposes.  All of your information may only be accessed and processed by Stainless Metalcraft employees involved in the recruitment process, as well as by authorised third parties such as agencies, HR consultants and IT administrators assisting the Company in the recruitment process.  If your application was unsuccessful, your information will be kept for a period of 12 months and then disposed of securely. Where your application is successful, your information will be kept for the duration of your employment, and for a period post termination of your employment.  If you have any questions or comments about this statement or data privacy in general, please contact us any time.  By signing below you confirm that you agree to the above and that your information is accurate, true, complete, not misleading and in particular that you hold all academic and professional qualifications claimed. In addition, you agree that the Company may take all reasonable steps permitted within the local legal framework to verify the information you provide at any time during the application and recruitment process. This could include checks with previous employers, academic and/or professional institutions and other agencies as permitted by law. | | | | |
| Signed | |  | Dated | 24 April 2019 |

**Thank you for completing this application form, please either:**

**Post this to:** Human Resources Department, Stainless Metalcraft (Chatteris) Ltd, Honeysome Road, Chatteris, Cambs, PE16 6SA

**Or email it to:** Infoline@metalcraft.co.uk

You will be notified of your suitability for our apprenticeship scheme by the end of June. Interviews and assessments are part of the application process and these are anticipated to take place in July.