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| **Please complete the form in type or write clearly in black ink. Don’t forget to add an additional sheet giving any information which will help us in considering your application.** This could include more details of the duties and responsibilities of your present or most recent job, any other relevant experience gained through volunteering or work experience, any knowledge you have, your leisure interests, and why you want this apprenticeship. Tell us all about yourself! This is probably the most important part of your application – **DON’T LEAVE IT OUT** Please also include which of our vacancies you are applying for (can be more than one).  If you have any questions or need advice, please contact me, Jo Boulter, Yorkshire Dales Millennium Trust Apprenticeships Officer, on 015242 51002 or email jo.boulter@ydmt.org |

**YOUR DETAILS**

|  |  |
| --- | --- |
| **First Name:** | **Surname:** |
| **Address:** | **Phone No(s):**  **Email:**  Please indicate which of these we should use to contact in office hours should you be selected for interview |
| **Do you hold a full driving licence?** YES / NO  If no, are you working towards this yet? YES/NO | |
| **Do you have the legal right to work in the UK?** YES / NO  **Is this subject to having a work permit?** YES / NO  *(You will need to provide Photo ID and proof of the above if invited for interview)* | |
| **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 2020)?** YES / NO  If YES please provide details on a separate sheet.  *(Guidance and criteria on the filtering of these cautions and convictions can be found here:* [*https://www.gov.uk/tell-employer-or-college-about-criminal-record*](https://www.gov.uk/tell-employer-or-college-about-criminal-record)*)* | |

**EMPLOYMENT HISTORY**

|  |  |
| --- | --- |
| **Name and address of current employer, if any:** | |
| **Job Title and responsibilities:** | |
| **Date appointed:** | **Notice required:** |

**Please give details of other jobs you have held, starting with the most recent, and including any voluntary work or work experience**

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| **Date from** | **Date to** | **Employers name, address and business** | **Brief details of position held and reason for leaving** |
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**EDUCATION**

**Please give details of your full time secondary and further education, starting with the most recent** *(continue on a separate sheet if necessary)*

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| --- | --- | --- | --- | --- |
| **Date from** | **Date to** | **Name of School/college** | **Qualifications *(e.g GCSE, BTEC, Alevel, and subject)*** | **Grades obtained or predicted (P)** |
|  | |  |  |  |

**Please list any other training courses you have attended or qualifications you have**

|  |  |  |
| --- | --- | --- |
| **Dates** | **Details** | **Qualification** |
|  |  |  |

**DECLARATION**

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| **The information given in this form is correct to the best of my knowledge and belief. Any false statement may be sufficient cause for rejection, or, if employed, dismissal**  **Signature: Date:** |

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| **Please return this completed form either electronically or by post, ensuring you include your additional information to:**  Shona Barnes, Yorkshire Dales Millennium Trust, Main Street, Clapham via Lancaster, LA2 8DP  **Email:** shona.barnes@ydmt.org |  |
| **Tel:** 015242 51002  **Closing date:** Please refer to the application deadlines on the vacancy webpage. |  |

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| **For office use** | Application  Ref No |  | Date application received |  |