**Constructing the Future Application Form**

**Important Information**

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| Have you registered and applied for an apprenticeship via [www.bconstructive.co.uk](http://www.bconstructive.co.uk) | YesNo |

Please note your application will not be processed unless you have successfully completed the above.

For information and guidance on the CtF Application process, please access the CtF Apprenticeship Application Guide

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| Position applied for (including trade): |  |

**Personal Information**

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| Title: |  |
| Surname: |  |
| First Name/Middle Name: |  |
| Gender (Male / Female / Non Binary): |  |
| Date of birth: |  |
| Ethnicity: |  |
| Nationality: |  |
| Home address: |  |
| Postcode: |  |
| Calico Tenant? | Yes No |
| Telephone numbers (mobile and home): |  |
| E-mail address |  |
| Next of kin: |  |
| Relationship: |  |
| Address: |  |
| Contact telephone numbers: |  |
| National Insurance number: |  |
| Which forms of identification do you currently hold? |  |
| Do you have a P45?  If so please let us have the employer’s copies if you are appointed. | Yes              No |
| Do you hold a driving licence?  If so what type of licence?  If a full licence, how long have you held this? | Yes              No          Type: |
| If a full Licence, how long have you held this? |  |
| Do you have transport?  If so what type (car / moped etc.)? | Yes              No |

**Education**

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| Name of School attended |  |
| Dates (From – To) |  |
| Please list your qualifications, including grades: |  |

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| Have you ever attended a Further Education College or University? | Yes No  If yes, please provide details below |
| Name of College/University |  |
| Course Attended |  |
| Name of tutor / head of year and contact details for reference to support your application: |  |
| Dates (From – To) |  |
| Please list your qualifications, including grades: |  |

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| Have you previously passed the CSCS test? | Yes No |
| If so do you have a CSCS Card? | Yes No |

**Previous Employment**

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| Have you been employed previously? If so please provide details below.  (Please include details of any part-time, work experience or voluntary work) | Yes (insert details below) No |
| Name of employer: |  |
| Address and telephone number: |  |
| Position held: |  |
| Reference contact details (to support your application): |  |
| Date and reason for leaving: |  |
| Name of employer: |  |
| Address and telephone number: |  |
| Position held: |  |
| Date and reason for leaving: |  |
| Reference contact details (to support your application): |  |
| Name of employer: |  |
| Address and telephone number: |  |
| Position held: |  |
| Date and reason for leaving: |  |
| Reference contact details (to support your application): |  |

**Tell us about yourself and any additional information**

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| Use this section to tell us something about yourself. Include information about why you want to be an apprentice, why you’ve chosen this trade, any previous jobs or work experience and information about your reliability, attendance, hobbies and interests. |

**Criminal Convictions**

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| Have you ever been convicted of a criminal offence? Yes No  If yes, please specify the nature of the offence, date of the conviction(s), the court and sentence imposed:  Your attention is drawn to the fact that under the Rehabilitation of Offenders Act,1974 you may be entitled to answer ‘no’ to this question even if you have, in the past, been subjected to criminal proceedings resulting in conviction(s). However, certain types of employment are excluded under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, from the protection of the Act. It is therefore, suggested that you take appropriate advice if you are in any doubt as to the correct answer to give.  The disclosure of a criminal record will not debar your appointment unless the selection panel considers that the conviction renders you unsuitable for appointment. In making this decision the panel will consider the nature of the offence(s), how long ago and what age you were and any other factors which may be relevant.  Failure to declare a conviction may, however, disqualify you from an appointment, or result in the termination of your contract if the discrepancy comes to light. |

**Entitlement to Work in the UK**

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| Current legislation means that you will need to provide documentary evidence (for example your passport and National Insurance number) showing your entitlement to work in the UK if you are appointed. You should be aware that you will be asked to provide this before you take up your job. |

**Data Protection Act**

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| In accordance with the Act, you should be aware that the personal details submitted with this application form, will be used for selection and interview purposes and for employment records if the application is successful. You should be aware that Constructing the Future Lancashire includes CITB Construction Skills as a partner; information will be shared only with CITB Construction Skills staff and staff of host companies directly involved in your employment and support. |

**Declaration**

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| I certify that the information given on this form is, to the best of my knowledge, correct and complete and I understand that by deliberately giving false or incomplete answers, I will be disqualified for consideration for this post, or, if I am appointed, may be liable for summary dismissal with possible referral to the police.  I agree to conform to the company’s Health and Safety Policy, and all lawful instructions given verbally by supervisory staff relating of the company (and any additional company that I am placed with) to the Health And Safety at work Act 1974, particularly the wearing of head protection and eye protection.  Signature: Date: |

**E- mail:** [sharon.johnson@citb.co.uk](mailto:sharon.johnson@citb.co.uk) & [CTF-apps@calico.org.uk](mailto:CTF-apps@calico.org.uk)

**Return Address:**

Confidential – Application Form

Constructing the Future

Calico, Centenary Court

Croft Street

Burnley

BB11 2ED