



TRAINEESHIP APPLICATION FORM

Title of Post Applying For (Please use the post title from relevant Job Description / Person Specification)

1. PERSONAL DETAILS

Title ie Mr, Miss, Mrs, Ms etc

Surname

First Name(s)

Address

Post code

Date of Birth

Home Tel Number

Mobile Tel Number

National Insurance Number

Email Address

2. NATIONALITY

What is your nationality?

If a Commonwealth citizen or a foreign national; is your stay in the United Kingdom free of restrictions?

Have you resided in the United Kingdom for the past 3 years consecutively?

To be eligible for a traineeship, you must be a British Citizen or a member of the EC or other states in the EEA. Commonwealth citizens and foreign nationals are eligible but only if they are resident in the UK free of restrictions. If you are successful in your traineeship application, you will be required to show documentary evidence, for example, your passport, national insurance card etc.



3. ETHNIC ORIGIN

In order to assist PATRA Inc ACDA monitor the service we provide and the way we treat applications, could you please complete the details below.

White		Mixed		Asian or Asian British		Black or Black British		Other Ethnic Groups	
W1 British		M1 White & Black Caribbean		A1 Indian		B1 Caribbean		C1 Chinese	
W2 Irish		M2 White & Black African		A2 Pakistani		B2 African		C2 Other Ethnic	
W3 Other White		M3 White & Asian		A3 Bangladeshi		B3 Other Black		C3 Turkish	
W4 Polish		M4 Other Mixed		A4 Other Asian		B4 Black British		C4 Kurdish	
				A5 Kashmiri				C5 Afghani	

If other background, please specify

4. SICKNESS AND DISABILITY

We will contact your current and previous employer or school / college / university for verification of your sickness record. Your current employer will not be contacted unless a provisional offer of employment is made.

How many working days sickness absence have you taken in the last two years?

How many occasions have you been absent from work due to ill health in the last two years?

Please state the details and indicate if it falls under the Disability Discrimination Act 1995

Do you consider yourself disabled?

Are you registered disabled?

If yes, please detail information about your disability

Are there any arrangements we could make to assist you to complete an assessment / attend an interview. If yes, please detail below.



7. TRAINING

Please list any short courses and in-house / specialised training that you have undertaken.

Date	Nature of Course / Training	Level attained

8. EMPLOYMENT

Start with your present or most recent employer (full-time and part-time) and detail any breaks.

Date		Name and Address of Employer	Job Title	Brief Description of Duties	Reason for Leaving
From	To				



10. INFORMATION IN SUPPORT OF YOUR APPLICATION

Using the PATRA incorporating ACDA Trainee Person Specification, please show us how you meet the requirements in the 'Application' column. Please use the Requirements from the Person Specification as headings and include examples of how you meet the requirement. If you do not do this, you will not be short-listed and therefore, will not be invited to the Assessment / Interview.



.....Section 10 continued



11. REFEREES

Please give the names and addresses of two referees (who should not be related to you), one of which should be your present or most recent employer, if applicable.

Name			
Position held / Relationship (if not employer)			
Address			
		Postcode	
Tel. Number			
Email Address			

Name			
Position held / Relationship (if not employer)			
Address			
		Postcode	
Tel. Number			
Email Address			

Do you have any objections to us approaching your referees prior to the interview? Your response to this question will not affect your application

12. DECLARATION OF OFFENCES / CONVICTIONS

Have you ever been convicted of a criminal offence?

Declaration is subject to the Rehabilitation of Offenders Act 1974. If your response is yes, please give details below and include details of any impending prosecutions:-

Offence(s)	Sentence(s) Passed	Date(s)

The exemptions to the Rehabilitation of Offenders Act 1974 require that all spent and unspent convictions must be declared by applicants for certain posts at PATRA incorporating ACDA, such as those that involve contact with young people or vulnerable adults, for which Criminal Records Bureau checks will be made. For information on the position you are applying for, please see the job description and person specification. Further information can be found at www.disclosure.gov.uk



13. SPECIFICS

Please give any dates / times on which you will not be available for this interview

Where did you see the Traineeship advertised?

14. DATA PROTECTION ACT

Information on this form may be held on computer. Strict confidentiality will be observed and disclosures will only be made for payroll or administration purposes.

15. DECLARATION

I declare, to the best of my knowledge and belief, that the information given on this form is true and correct. I understand that false information may lead to the withdrawal of the offer of Traineeship or termination of the Traineeship contract.

Signed _____ Date _____

PLEASE RETURN THE COMPLETED APPLICATION FORM TO:-

THE OFFICE MANAGER
PATRA INCORPORATING ACDA LTD
MARCUS GARVEY CENTRE
LENTON BOULEVARD
NOTTINGHAM
NG7 2BY

Tel: 0115 9422440
Email: info@patraeastmidlands.co.uk
Website: www.patraeastmidlands.co.uk

