|  |
| --- |
| Completing the Apprentice Application EForm |
| Please complete this form as fully and as accurately as possible. All information provided will be treated with the strictest confidence. This form is designed to be completed and submitted electronically. It is a protected document therefore you can only type in the allocated spaces. Please pay particular attention to Section 6. If you have any questions about the completion of the form please contact the HR Department (see email address below). Once completed please return the form to: apprenticeships@mactag.com  |

|  |
| --- |
| 1. Position Applied For  |
| Apprentice Production Engineer |

|  |
| --- |
| 2. Personal Information |
| Surname: |       |
| Forename(s): |       |
| Title (Mr, Mrs, Miss etc): |       |
| Current Address (including postcode): |       |
| Daytime Telephone Number: |       |
| Do you have the right to take up employment in the UK and, if necessary, a Work Permit? |  [ ] Yes [ ]  No |

|  |
| --- |
| 3. Education and Qualifications |
| Education: National Qualifications, Standard Grade and Higher Grade (or equivalent): |
| Establishment (school/college) | Qualifications Gained (specify grades) |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |

|  |
| --- |
| 3. Education and Qualifications (cont.) |
| Further / Higher Education:  |
| Establishment  | Qualifications Gained (specify grades where appropriate) |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |

|  |
| --- |
| 4. Employment History |
| Please give details of any previous jobs (full time or part time), beginning with your present or most recent. Any relevant posts held before then may also be mentioned. |
| Name and Address of Employer | Job Title and Brief Description of Duties and Responsibilities | Reason for Leaving  |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |

|  |
| --- |
| 5. Training and License History |
| Please list any training courses that you have attended that are applicable for the position for which you are applying. Please also list any licences that you currently hold (please include driving licence). |
| Training Provider | Course | Award Achieved (if applicable) |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
| Licence Issuer | Licence Name |
|       |       |
|       |       |
|       |       |
|       |       |

|  |
| --- |
| 6. Interest In and Suitability for this Position |
| Please use this space to say why you are interested in the post for which you have applied and provide any other information that may assist your application. You may wish to refer to the Person Specification (for the role for which you are applying) for guidance. This can be found on our website or alternatively a copy can be obtained, upon request, from the HR Department.  |
|       |

|  |
| --- |
| 7. Other Information |
| Have you made any previous application to the Company? If so, when was this and what was the outcome?      |
| How many weeks’ or months’ notice do you have to give your current employer?      |
| Please list any dates that you are not available for interview:      |

|  |
| --- |
| 8. Equality Act 2010 |
| This Act describes a disabled person as a person with a ‘physical or mental impairment which has a substantial or long-term effect on his/her ability to carry out normal day-to-day activities’.Using this definition, would you consider yourself to be disabled? [ ] Yes [ ] No (please tick as appropriate)If yes, do you require any special arrangements to be made to assist you if called for interview?Please provide details:       |

|  |
| --- |
| 9. Referees  |
| Please give details of two referees, one of whom should be your current or most recent employer. The other should not be a relative or contemporary. |
|  | First Referee | Second Referee |
| Name: |       |      |
| Position: |       |      |
| Company: |       |       |
| Address: |       |       |
| Telephone number: |       |       |
| Nature of relationship: |       |       |

|  |
| --- |
| 10. Declaration |
| I declare that the information I have given on this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed. I hereby give my consent to the Company processing the data supplied on this form for the purposes of recruitment and selection. Signed:       Date:      |