



AN EQUAL OPPORTUNITIES EMPLOYER

APPLICATION FORM

RETURN ADDRESS: DEVONSHIRE HOUSE
DEVONSHIRE INDUSTRIAL HAMLET
BRIMINGTON
CHESTERFIELD
S43 1JU

4 ASHBY ROAD
SCUNTHORPE
NORTH LINCOLNSHIRE
DN16 1NR

PLEASE ATTACH 2 RECENT PASSPORT SIZE PHOTOGRAPHS.
PLEASE COMPLETE ALL SECTIONS IN CAPITAL LETTERS USING BLACK POINT PEN.
PLEASE SEND YOUR APPLICATION TO THE RELEVANT ADDRESS SHOWN ABOVE.

ALL INFORMATION WILL BE KEPT IN STRICT CONFIDENCE

In which Occupational Area are you interested?

E.g. Engineering, Administration, Warehouse/Distribution, Retail, Customer Services or Other

1st Choice [] 2nd Choice [] 3rd Choice []

PERSONAL DETAILS

Title: Mr [] Mrs [] Miss [] Ms [] Marital Status: _____ No. of Dependants: []
(if applicable)

Surname: _____ First Name(s): _____

Number and Road: _____

District or Village: _____ Post Town: _____

Postcode: _____ Telephone Code & Number: _____

Date of Birth: _____ National Insurance Number: _____

Next of Kin (Name & Telephone Number): _____

Do you hold a Driving Licence? YES [] NO [] Full [] Provisional []

Are you mobile i.e. car/motorcycle? YES [] NO [] Insurance Cover Type: _____

To help us survey our Equal Opportunities Code of Practice, please would you complete the following:

I would describe my ethnic origin as: (please tick one box only)

White [] Black - Caribbean [] Black - African [] Black - Other [] Indian [] Pakistani []

Bangladeshi [] Chinese [] Other Asian [] Other [] I prefer not to say []

Do you have a disability, which could affect your normal day to day activities at work? Yes [] No []

Do you require to take/administer any prescribed drugs? Yes [] No []

You may give further details if you so wish: _____

EDUCATION/PRIOR LEARNING

Name of Last School/College Attended: _____ Leave Date: _____

Please list any qualifications/certificates held and/or any you are expecting to achieve. List any training courses undertaken but not completed.

(E.g. GCSE's, O/AS/A Levels, GNVQ's, Key Skills, NVQ's OCR, C&G, EDEXCEL, CLAIT, FLT Licence)

Subject Studied	Qualification GCSE GNVQ C&G NVQ etc	Outcome/Grade		Subject Studied	Qualification GCSE GNVQ C&G NVQ etc	Outcome/Grade	
		Predicted	Actual			Predicted	Actual

EMPLOYMENT/WORK EXPERIENCE RECORD

Have you ever had:

A Job (including Saturday/Holiday/Part Time/Full Time – only last 3 years history) Yes No

Any work experience arranged by your school/college/other organisation Yes No

If you have ticked yes to either of the above please give details below

Employer's Name Include Work Experience	Occupation	Type of Work	Date Started	Date Finished

Have you applied for a full time place at college or another training programme? Yes No

If yes, please give details: _____

Have you previously been on a Work Based Learning/Training Programme? Yes No

If yes, please give details: _____

DATA PROTECTION ACT 1998 – NLT TRAINING SERVICES WILL PUT THE INFORMATION YOU GIVE ONTO A COMPUTER TO ASSIST WITH RECORD KEEPING AND FOR STATISTICAL RESEARCH PURPOSES.

FURTHER INFORMATION

Do you have a Record of Achievement? Yes No If yes, please bring along to your interview

Have you already booked your holidays? Yes No If yes, Dates: From _____ To _____

What interests/sports/hobbies do you have? _____

How did you first hear about NLT Training Services and its learning/training programmes? _____

Please tell us why you would like to join one of our training programmes and what you think it could lead to:

Applicant's Declaration: I declare that all the information I have provided is correct to the best of my knowledge.

Signature of Applicant: _____ Date: _____

Parent/Guardian Declaration: If the applicant is under 18 years of age and is accepted as a learner by NLT Training Services, I undertake the responsibility for his/her conduct and timekeeping throughout the period of their learning. Also for their continued attendance at any specific Off the Job Training Centre/College, on the required day(s) and/or evening classes.

Signature of Parent/Guardian: _____ Date: _____

EQUAL OPPORTUNITIES POLICY: NLT Training Services is committed to providing equality of opportunity in our provision of learning/training and seeks to ensure that no application receives less favourable treatment on the grounds of sex, marital status, ethnic origin, disability, nationality, religion, colour or race.

FOR OFFICE USE ONLY

To be completed by NLT Staff at Initial Interview

INITIAL INTERVIEW AND ASSESSMENT RECORD

Date of Interview: _____ Time: _____ am/pm Attended Yes/No

Interviewer's Name: _____ Signature: _____ Date: _____
(Capital Letters)

Has the Applicant's Record of Achievement been seen? Yes No

Has the Applicant's Guarantee Group and Eligibility been checked? Yes No

Has the Applicant declared any Health or Disability details and have they been checked? Yes No

Have all other details of the Application been checked? Yes No

Preferred Occupational Area	Understanding of Occupational Area

Other Characteristics Rating	Excellent 5	Good 4	Average 3	Below Average 2	Poor 1
Appearance					
Ability to Express					
Enthusiasm					
Health					
Ability to Reason					
Maturity					
Manner					
Attitude to learning/training					
Parental Interest					
Motivation					
Leadership/Team Work					

General Comments – Other relevant information (School projects/other activities etc)

SHL – Work Aptitude Profile Profile Attached: Yes <input type="checkbox"/> No <input type="checkbox"/>	BS Assessment Overall Levels: Reading: Spelling: Punctuation: Numeracy:	NLT’s Assessment Overall Rating:
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Recommendations:

Data Input to PAMS: ____/____/____ Operator’s Name: _____