



Herefordshire and Worcestershire
Group Training Association

Established 1967



Choose your direction...

with an HWGTA Apprenticeship

Application Form

Fast track your application: info@hgta.org ▪ info@wgta.org.uk
or call: Hereford - 01432 274310 ▪ Worcester - 01905 729993 ▪ www.hwgta.org

On receipt at Herefordshire and Worcestershire Group Training Association this form will be separated from the application form and used for statistical monitoring only. If you prefer you may send the form separately to: **Herefordshire Group Training Association** Holmer Road, Hereford, Herefordshire, HR4 9SX or **Worcestershire Group Training Association**, McKenzie Way, Worcester, Worcestershire, WR4 9GN.

EQUALITY AND DIVERSITY

Candidates will not be discriminated against on grounds of gender, disability, race, age, sexual orientation, maternity/pregnancy, religious belief, gender reassignment, marriage or civil partnerships. The information that you provide on this form will help us monitor equality and diversity policies and make sure it is working in practice. It will be treated in strictest confidence and forms no part of the selection process. To help us keep track of the success of applicants, we would prefer you to provide your name, but you may wish to remain anonymous.

First name(s):

Surname:

Apprenticeship applied for:

Date of Birth:

GENDER: Which do you consider yourself to be?

Male

Female

Rather not say

DISABILITIES: Do you consider yourself to be disabled or have any health problems? (please tick any that apply).

Visual impairment

Other physical disability

Emotional/behavioural difficulties

Hearing impairment

Other medical condition

Mental health difficulties

Disability affecting mobility (eg.epilepsy, asthma, diabetes)

Temporary disability after illness

Profound complex disabilities

Asperger's Syndrome

(eg.post-viral or accident)

Multiple disabilities

Other

ADDITIONAL SUPPORT NEEDS: Do you consider yourself to have any health issues or learning difficulties which may impact on your ability to carry out an apprenticeship either now or in the future? (Please tick any that apply).

Moderate learning difficulty

Severe learning difficulty

Dyslexia

Dyscalculia

Other specific learning difficulty

Autism spectrum disorder

Multiple learning difficulties

WHAT IS YOUR ETHNIC GROUP? Choose one option that best describes your ethnic group or background.

WHITE

English/Welsh/Scottish

Northern Irish/British

Irish

Traveller or Irish Traveller

Any other White background

BLACK/AFRICAN/CARIBBEAN/BLACK BRITISH

African

Caribbean

Any other Black/African/Caribbean background

MIXED/MULTIPLE ETHNIC GROUPS

White and Black Caribbean

White and Black African

White and Asian

Any other Mixed/Multiple ethnic background

ASIAN/ASIAN BRITISH

Indian

Pakistani

Bangladeshi

Chinese

Any other Asian background

OTHER ETHNIC GROUP

Arab

Any other ethnic group

Signed:(Optional)

Date: / /



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APPLICATION FORM

Apprenticeships / Advanced Apprenticeships

Please complete all sections fully in order for us to process your application. Pages 1-4 of this application form will be forwarded to employers as part of the recruitment process. So please take this opportunity to promote yourself.

Information provided on this application form is stored and processed in accordance with the provisions of Data Protection Act 1998. Completion of the form signifies the applicant's or applicant's parent/guardian's consent to personal data, including medical and ethnicity data and photograph being used in connection with the application.

Apprenticeship funding is subject to meeting some eligibility requirements. Please see the Apprenticeships website for details www.gov.uk/apprenticeships-guide. *Please speak to a member of our staff for details if required.*

First name:

Surname:

Home Address:

Postcode:

Telephone No:

Mobile No:

Email address:

Programme sought:

Which programme are you applying for / interested in?

- Accountancy Business and Administration Customer Service Engineering Management Other

APPRENTICE ELIGIBILITY: As Apprenticeships are government funded, HWGTA need the following information to ensure apprenticeship eligibility:

First name(s): Surname:
National Insurance No: Date of Birth: Age:

NATIONALITY

Have you been resident in the UK and/or the EEA (European Economic Area) for the last 3 years Yes No

In which Country do you normally live?

What is your nationality?

If you are, or have been living overseas please state your date of entry into the UK?

Please indicate your current status in the UK:

- | | | |
|--|---|--|
| <input type="checkbox"/> British/EU Citizen | <input type="checkbox"/> Leave to enter as a student | <input type="checkbox"/> Exceptional leave to remain |
| <input type="checkbox"/> Asylum Seeker | <input type="checkbox"/> Leave to enter as a visitor | <input type="checkbox"/> Indefinite leave to remain |
| <input type="checkbox"/> Refugee | <input type="checkbox"/> Leave to enter to accompany husband/wife | <input type="checkbox"/> Discretionary leave |
| <input type="checkbox"/> Humanitarian Protection | <input type="checkbox"/> Leave to enter to accompany a parent | <input type="checkbox"/> Work Permit holder |

WHERE DID YOU HEAR ABOUT US? (Please tick any that apply).

- | | | |
|---|--|--|
| <input type="checkbox"/> Friend/Relative | <input type="checkbox"/> Facebook | <input type="checkbox"/> HWGTA Open Day |
| <input type="checkbox"/> HWGTA website | <input type="checkbox"/> Twitter | <input type="checkbox"/> National Apprenticeship Service |
| <input type="checkbox"/> Internet/Search Engine | <input type="checkbox"/> School or College | <input type="checkbox"/> Employer |
| Search Engine keywords used:
.....
..... | <input type="checkbox"/> Newspaper Advert | <input type="checkbox"/> Other (please specify below) |
| | <input type="checkbox"/> Careers Convention | |
| | <input type="checkbox"/> Applied previously/ex-trainee | |



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HWGTA is committed to maintaining the privacy of data of apprentice applicants.

For recruitment purposes pages 1-4 of this application form will be sent to employers, along with any subsequent interview notes documented by HWGTA staff, initial assessment results and paperwork. If your application is successful and you join the apprenticeship programme, these details will be held for 25 years from your apprenticeship start date to meet government funding criteria guidelines. If your application is unsuccessful, applicant packs are held for 18 months (engineering programme) and 12 months (all other programmes) and then disposed of securely. HWGTA instructs prospective apprentice employers who have access to applicant details that information can only be used for recruitment purposes, cannot be shared with any third party and must be disposed of securely within 5 working days where an applicant is unsuccessful.

Please include any other documents to support your application. (i.e. work experience/employers report, CV)
I confirm that the given information is correct and I understand how HWGTA will process and store my information.

Signed: Applicant

Date: / /

Signed: Parent/Guardian
(Optional if over 18)

Date: / /



Herefordshire and Worcestershire Group Training Association

Herefordshire Group Training Association

FREEPOST Address:

FREEPOST SWC0236

Herefordshire Group Training Association

Holmer Road,

Hereford, HR4 9SX

Tel: 01432 274310

Email: info@hwgta.org

www.hwgta.org

Worcestershire Group Training Association

FREEPOST Address:

FREEPOST Plus RTYB-ZBSK-TCSK

Worcester Group Training Association

Great Western Business Park,

McKenzie Way,

Worcester, WR4 9GN

Tel: 01905 729993

Email: info@hwgta.org

www.hwgta.org