



## NORTHBROOK APPRENTICESHIP APPLICATION PACK

Thank you for applying for an Apprenticeship Programme here at Northbrook College.

You are applying for a place on the College Apprenticeship Programme and have to be working with an employer in the occupation you are interested in studying.

You are welcome to apply if you do not already have an employer but please make every effort to find work as soon as you can, we will be unable to accept you on the Programme without appropriate employment.

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To ensure that you are on the right Apprenticeship Programme every section in this pack needs to be **completed in full**, it may not be possible to progress your application if you do not supply enough information. Once completed please return the whole pack to:

**The Apprenticeship Team, Room B24, Broadwater Road, Worthing, West Sussex, BN14 8HJ** or by e-mail if you are applying on-line.

Please use block capital letters unless otherwise stated.

Once completed please return the whole pack in the pre-paid envelope provided or by e-mail if you are applying on-line.

You will be contacted about your application and invited to an interview if selected.

At your interview you will be given details of how the Apprenticeship Programme is organized, who will be teaching you and the support available to help you succeed.

During your interview your application will be discussed and you will be able to ask any questions that you have.

You will also undertake assessment tasks, **PLEASE DO NOT WORRY ABOUT THESE**, they are a way for us to see what you can do, how you like to learn, and what you may need help with. These assessments may be computer based or practical tasks.

What you need to bring with you:

- Your GCSE certificates or statement of results
- A passport size photograph

Section 1 – About you

What type of Apprenticeship are you interested in? (ie hairdressing)
Name
Address
Post Code
Date of birth
Your age now
Telephone numbers – please provide both your home and mobile numbers
E-mail address
National insurance number
Nationality
How long have you lived in the UK?
Do you drive?
Are you learning to drive?
Do you have access to personal transport?

Section 2 – About your education and employment

Last school/college attended
Details of a person who will give you a reference (not a relative and preferably from your school)
What are your GCSE predicted grades?  Maths English IT Science
If available what are your actual GCSE grades?  Maths English IT Science
If available what key skills or functional skills do you have?  Maths English Information technology
Have you attended Northbrook or another college before? (please provide details of the college and course studied)
<b>Name and address of your employer? (if applicable)</b>
<b>Post Code of employer</b>

Section 3 – about your Apprenticeship

Answer each question in the box provided, a few words in each is sufficient. Your answers will be discussed at interview.

What first triggered your interest in *apprenticeship chosen*? (For example family, friends, school or work experience).

What skills do you have that you think would be useful to this employment?

What made you choose to do an apprenticeship (rather than a full time course)?

(If not already employed) What have you done to obtain further information and advice about *apprenticeship chosen* and what steps have you taken to find employment?

What do / did you enjoy and learn about most in any previous work experience or employment? (including Saturday jobs etc)

If you had to describe two strengths to an employer – what would they be?

Are there any personal skills you feel you could improve upon?

Section 4 – Personal statement

**Please complete these sections in your own hand writing**

What hobbies or interests do you have?

What, if any, work experience do you have that is relevant to the course you are interested in i.e. work experience, first aid etc?

**EMPLOYMENT AND CAREER PROGRESSION OBJECTIVES**

Please provide a brief statement indicating why you have chosen to undertake this course and what your goals are for your future in employment.

Section 5 – Your health and mobility

To help the College ensure that it can provide the support you may need, please inform us of any health or mobility issues or difficulties in learning that may affect you whilst you are a student at College.

Allergies	Yes	No
Asthma/bronchitis		
Back Problems		
Diabetes		
Epilepsy		
Migraines		

If you have answered **yes** to any of the above questions please give **full** details.

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**Disability**

- Visual impairment
- Hearing impairment
- Disability affecting mobility
- Other physical disability
- Emotional /behavioural difficulties
- Mental ill health
- Aspergers syndrome
- Temporary disability after illness (for example post – viral )or accident
- Profound complex difficulties
- Multiple disabilities
- Other please specify)

**Learning difficulty**

- Moderate learning difficulties
- Severe learning difficulties
- Dyslexia
- Dyscalculia / dyspraxia
- Other specific learning difficulties
- Autism spectrum disorder
- Multiple Learning difficulties
- Other (please specify)

Section 6 – How can we help you?

If you feel you would benefit from some additional help then please complete this form. This is not a formal assessment but it will provide us with an indication of your areas for development.

<b>Literacy / Language - do you find it difficult to:</b>	<b>Yes</b>	<b>No</b>
read text		
extract relevant information from text		
re-express in own words		
take notes from handouts / from the board / in class		
understand the question		
plan an answer		
extend ideas		
find relevant quotes/references		
punctuate		
spell		
<b>Maths - do you find it difficult to:</b>		
estimate		
understand the tasks/questions		
recognise maths symbols                    +   =   ÷   -   x		
decide what calculations to do		
carry out calculations		
use mental arithmetic		
understand/recognise drawings/shapes		
understand fractions, percentage, ratios		
use numeracy terms and words during discussions		
<b>Do you find it difficult to:</b>		
cope with your workload		
remember your timetable		
manage changes to the college routine		
keep to deadlines		
organise your time		

Now please sign and date the form and return it to:

**The Apprenticeship Team, Room B24, Broadwater Road, Worthing, West Sussex, BN14 8HJ** or by e-mail if you are applying on-line.

Signed student.....Date.....

Signed by parent/guardian if under 18.....