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| **APPLICATION FORM** |
| **Reference No: R2024-DATCM (Official Use Only)** |
| **POSITION APPLIED FOR:** **Trainee Contracts Manager – Degree Apprenticeship**  **APPLICATION CLOSING DATE: Friday 29 November 2024**  **To assist you in completing the form correctly and ensure equality of opportunity for all applicants, please note the following points:**   * Applications should be completed in no smaller than size 10 font or handwritten legibly in black ink. * The criteria boxes must **NOT** be extended to supplement answers. * Only information provided on this application form will be considered by the panel. Curriculum Vitae (CVs) will NOT be accepted. * Late, incomplete or illegible applications will NOT be considered. * Please note the monitoring form is regarded as part of your application and MUST be completed and returned with your application form. * Please answer the questions as fully as possible as this will enable us to correctly and fully assess your application. * Candidates must outline clearly how their qualiﬁcations and experience meet **both** the essential and desirable requirements. This will assist with the shortlisting process. * All information provided will be treated in strictest conﬁdence. * The fully completed form must be returned to GBS Roofing Ltd **NO LATER THAN** **4pm, Friday 29 November 2024.** * Applications can be submitted in hard copy to our office address or by email to **info@gbsroofing.co.uk** |

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| PERSONAL DETAILS | |
| Surname: | Home Telephone No: |
| Forenames: | Mobile Telephone No: |
| Title: | Daytime Telephone No: |
| Address: | Post Code: |
| Email address: |

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| **Do you have the right to work in the UK?**  Note: the company will require proof of this right before an offer of employment can be conﬁrmed – e.g. Birth certiﬁcate and/or any other appropriate document required to conﬁrm your right to work in the UK as required by the Asylum and Immigration Act 1996 | **Yes/No** |

**EDUCATION**

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| **From** | **To** | **School/College** | **Examinations taken and Qualifications Gained (specify grades)** |
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# EMPLOYMENT HISTORY- if applicable.

# Start with your current or most recent position.

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| **From**  **- To** | **Name and address of employer (including nature of business)** | **Job Title**  **Responsibilities and duties** | **Final Salary and Reason for Leaving** |
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# CRITERIA

Candidates should refer to the criteria contained in the job description and person specification.

**Please note:**

* The shortlisting panel will not make assumptions. Only the information you provide on this form can help us to shortlist candidates. It is vital that candidates illustrate their relevant skills against the criteria. How do you meet the criteria outlined? What will you bring to the role?
* If detailing work experience, it is not appropriate simply to list the various posts that you have held. Tell us how it’s relevant to this role and the criteria listed in the Person Specification.
* Applicants should provide evidence through **specific examples** to illustrate how they meet the particular experience, understanding, knowledge and qualities sought in the criteria.

Candidate responses **must** clearly explain how the evidence provided demonstrates their experience and suitability against the criteria.

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| **Provide an example of when you have planned a project.**  **This can be related to employment, education or voluntary activities, for example.** |
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| **Please detail why you are attracted to this position.** |
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| **Outline your IT skills and experience, including use of Microsoft Word, Outlook and Excel.** |
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# INTERVIEW ARRANGEMENTS

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| **Please detail any special arrangements you would reasonably expect to be made to assist you if shortlisted for interview:** |

# REFEREES

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| **Please supply the details of two referees, these can be teachers or current/past employers but cannot be a relative.** | |
| Name and company/position: | Name and company/position: |
| Address: | Address: |
| Tel no: | Tel no: |
| Nature of relationship: | Nature of relationship: |

# ADDITIONAL INFORMATION

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| **Please list other relevant factors that you think will be useful to us when considering your application (If any):** | |
| Do you possess a valid driving licence?  **YES / NO** (delete as appropriate)  Specify type of licence held:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | The relevant degree apprenticeship courses commence in September 2025.Please indicate if you are available to commence employment with GBS Roofing in August 2025.  **YES / NO** (delete as appropriate) |

# DECLARATION

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| **By signing this declaration, I certify that all the information I have provided in this form is correct.**  **By signing this declaration, I also understand that any offer of employment related to the Degree Apprenticeship is subject to me:**   1. **securing a place on a relevant degree apprenticeship course as outlined in the person specification and job description;** 2. **attaining the necessary entry requirements in order to take up the course offer.**   **I understand that any false information provided may result in disqualification, a job offer being withdrawn or, if appointed, to dismissal.**  g  Signed: Date:  If you wish to submit your application via email, **please type your name and the date in the boxes above** to confirm that you have read, understood and accepted the declaration above.  Applications should be emailed to [info@gbsroofing.co.uk](mailto:info@gbsroofing.co.uk)  **Any forms submitted without signing to accept the declaration will not be considered.** |

**NOTE:** Any candidate found to have knowingly given false information, or to have wilfully suppressed any material fact will be liable to disqualification, or if appointed, to dismissal.

**Please ensure you also complete the separate monitoring form**

**and submit it with your application.**

Completed application forms must be received no later than:

**4pm Friday 29 November 2024**

Applications received after this time and date will not be considered.

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| **GBS Roofing is an Equal Opportunity Employer** |