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| **For office use only** |
| Applicant Reference Number |
|  |

#

**Kick-start your career  
as a  
WDH apprentice**

If you need this document in another format please contact us.



**0345 8 507 507** - Text Relay calls are welcome.

(calls to OneCALL may be recorded for training purposes)



**apprentice@wdh.co.uk**

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| **This section of the application will be detached for short listing but will be made available to the interview panel should you be interviewed.** | | | | | | | | |
|  | | |  | | | | | |
| **Apprenticeship applied for** | | | Tree Maintenance Apprenticeship | | | | | |
|  | | |  | | | | | |
| **Post reference number** | | |  | | | | | |
|  | | |  | | | | | |
| **Location** | | |  | | | | | |
|  | | |  | | | | | |
| **Surname / family name** | | |  | | | | | |
|  | | |  | | | | | |
| **Title (Mr / Mrs / Miss / Ms)** | | |  | | | | | |
|  | | |  | | | | | |
| **Forename(s)** | | |  | | | | | |
| **Previous name:** | | |  | | | | | |
|  | | |  | | | | | |
| **Name you would like to be known by** | | |  | | | | | |
|  | | |  | | | | | |
| **National Insurance number** | | |  | | | | | |
|  | | |  | | | | | |
| **Postal address** | | |  | | | | | |
|  | | |  | | | | | |
|  | | |  | | | | | |
| **Postcode** | | |  | | | | | |
|  | | |  | | | | | |
| **Preferred Contact Number** | | |  | | | | | |
|  | | |  | | | | | |
|  | | | Please note: where an email address is supplied, this will be the main method of communication for all applicants throughout the recruitment process. By providing your email address you are consenting to us contacting you by this method. Please check your email account's Spam or Junk folder to check for any WDH emails that maybe filtered. | | | | | |
| **Email address** | | |  | | | | | |
|  | | |  | | | | | |
| **Where did you see this post advertised?** | | | | | | | | |
|  | WDH Website |  | | Jobcentre Plus | | |  | Word of Mouth | |
|  | | | | | | | | | |
|  | Social Media | | | | (please specify) |  | | | |
|  | | | | | | | | | |
|  | Magazine/Publication | | | | (please specify) |  | | | |
|  | | | | | | | | |
|  | Professional Website/Journal | | | | (please specify) |  | | |
|  | | | | | | | | |
|  | Other | | | | (please specify) |  | | |

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| **References: Once an offer of employment is made we are required to take up references from current and previous employers over the past 12 months. This will be in addition to the references given. References should be from someone who can comment on your work capability, for example, a previous supervisor/manager or school head teacher. References are not acceptable from relatives or friends. The referees of the successful candidate will be contacted on offer of appointment.** | |
|  |  |
| Reference 1 – Where possible, must be current or last employer. | |
|  |  |
| **Name / position** |  |
|  |  |
| **Address** |  |
|  |  |
|  |  |
| **Postcode** |  |
|  |  |
| **Phone Number** |  |
|  |  |
| **Email** |  |
|  |  |
| Reference 2 – May be an employer or character reference, but not a relative / friend. Ideally this should not be from the same company as the first referee. | |
|  |  |
| **Name / position** |  |
|  |  |
| **Address** |  |
|  |  |
|  |  |
| **Postcode** |  |
|  |  |
| **Phone Number** |  |
|  |  |
| **Email** |  |
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| **The information on these pages will be used for short listing** | |
|  |  |
| **Post applied for** |  |
|  |  |
| **Post reference number** |  |

|  |  |  |
| --- | --- | --- |
| **Education, professional and training qualifications obtained, that are relevant to this job. Please refer to the Qualifications and Credit Framework for further information regarding qualification levels.** | | |
|  | | |
| **Subject** | **Qualifications / level** | **Grade obtained** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Training courses attending or currently being taken that are relevant to this job** | | |
|  |  | |
| **Course / qualifications** | | **Duration** |
|  | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Membership of professional bodies** | | | |
|  | |  | |
| **Name and address of professional body** | **Grade of membership** | | **Membership number** |
|  |  | |  |

|  |  |
| --- | --- |
| **Present or most recent employment, including voluntary work** | |
|  |  |
| **Name and address of employer** |  |
|  |  |
|  |  |
|  |  |
| **Nature of business** |  |
|  |  |
| **Job title** |  |
|  |  |
| **Date started** |  |
|  |  |
| **Salary / wage** |  |
|  |  |
| **Notice required** |  |
|  |  |
| **Date left (if relevant) and reason for leaving** |  |
|  |  |
| **State briefly your main duties and responsibilities** | |
|  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Previous employment – last five years only. Please list in date order – most recent first and give details of any gaps in employment history, including dates and reasons why.** | | | | | |
|  | | |  | | |
| Period employed | | Name of employer, address and nature of business | | Job held, grade, salary / wage | Reason for leaving |
| From month / year | To month / year |
|  |  |  | |  |  |
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| --- | --- | --- | --- | --- | --- |
| **Driving details** | | | | | |
|  |  | | | | |
| **If the job you are applying for involves driving, do you hold a current driving licence?** | |  | Yes |  | No |
|  |  | | | | |
| **Class (full, provisional, LGV, PSV)** |  | | | | |
|  |  | | | | |
| **Have you use of a vehicle?** | |  | Yes |  | No |

Please use the box provided to declare any current penalty points on your driving licence

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| **Knowledge, skills and experience** | |
|  |  |
| Please provide any further information that will support your application. Give your reasons for applying for this post. Summarise below how your background and experience, either in paid employment, voluntary work and/or community activities, matches the requirements of the person specification. (Please continue overleaf or on a separate sheet if required). | |
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| **Knowledge, skills and experience continued** |

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| **Disability** | | | | | | | | | | | | |
|  |  |
| The Equality Act 2010 defines a disabled person as a person with ‘a physical or mental impairment, which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities’. We ask these questions in accordance with the Equality Act 2010. The information you provide us with will help us to help you through the application and interview process. You no longer have to register your disability. | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **Do you consider yourself to have a disability?** | | |  | Yes |  | | No | |  | | Prefer not to say | |
|  | | | | | | | | | | | | |
| Would the provision of any aids or adaptations assist you in carrying out the duties of this post? Please give details. | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| Is there anything we need to know about your disability so that you can have a fair interview? For example do you need a sign language interpreter, an accessible interview room? Please provide details. | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| If you have a disability, do you wish to be considered under the guaranteed interview scheme if you meet the criteria as specified in the person specification? | | | | | |  | | Yes | |  | | No |
|  | | | | | | |
|  | | | | | |  | | | | | | |
| If you do not hold a current driving licence is this due to a disability? | | | | | |  | | Yes | |  | | No |
|  | | | | | |  | | | | | | |
| WDH is committed to making reasonable adjustments, therefore if this job requires the jobholder to drive your application will still be considered if you are unable to drive due to a disability | | | | | | | | | | | | |

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| **Criminal Convictions** | | | | |
|  | | | | |
| Are you currently bound over, or do you have any current ‘unspent’ convictions or cautions (including reprimands or warnings) that have been issued by a Court or Court-Martial in the UK or in any other country? | | | | |
| Yes |  | No |  |  |
|  | | | | |
| If yes, please provide further details including date and type of offences: | | | | |
|  | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Please disclose any other incidents, factors or other information that may be relevant to determining your suitability to work at WDH (including working with children and vulnerable adults). | | | | | |
|  | | | | | |
| **Please note: Successful applicants who are offered employment may be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed.** | | | | | |
| **Asylum and Immigration Act 1996** | | | | | |
| Under the terms of the Asylum and Immigration Act 1996 we can only employ people who are entitled to work in the UK. In observing this Act we will need to see a document which confirms this entitlement before employment starts. It would also be helpful if you confirm entitlement at this stage. | | | | | |
| **I confirm that I am entitled to work in the UK.** |  | Yes |  | No |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **To comply with Schedule 1 of the Housing Act 1996, we need to ask the following questions.** | | | | | | | | | | | | | |
| **Are you, or a close relative of, an owner, partner or significant shareholder of or directly involved in the management of a company, firm, business or statutory body?** | | | | | | | | |  |
|  | Yes |  |  |
|  |
| If yes, please provide the name of company, firm, business or statutory body that you need to declare: | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| Are you in a relationship with or a close relative of an employee of WDH? | | | | | | | | |  |  |  |  |
|  | Yes |  | No |
|  |  |  |  |
| If yes, please provide the name of theemployee and their relationship to you. | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
|  | | |  |
| A ‘close relative’ includes your spouse or partner, parent, grandparent, any children or grandchildren, brother or sister or any similar relation by marriage. | | | | | | | | | | | | | |
| **Due to the sensitive nature of some roles and the possibility of conflicts of interests, it has been determined that for certain identified roles we are unable to accept applications from people who are related to or in a personal relationship with any current WDH employee(s). If the restriction applies to a post within WDH, this will be confirmed on the advertisement. However, for further clarification please contact a member of the Employee Resourcing team.** | | | | | | | | | | | | | |
|  | | |  |
| **This section of the application will be detached from your application and will be used for monitoring purposes only.** | | | | | | | | | | | | |
| **Equal Opportunities Monitoring**  **WDH recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of age, disability, gender, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religion or belief, sexual orientation. We welcome applications from all sections of the community. (Please mark with a X) It is not compulsory to complete this section of the form. This will be detached from your application and will not be taken into account when making any decisions on your suitability for employment.** | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **Date of Birth** |  | | | | | | |  | | | | |
|  | | | | | | | | | | | | |
| **Gender Identity** |  | Male | | |  | Female |  | Other | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Ethnic group** | | | | | | | |
|  | | |  | | | | |
| **White** | | | | **Black or Black British** | | | |
|  | | | |  | | | |
|  | British | | | |  | Caribbean | |
|  | | |  | | | | |
|  | Irish | | | |  | African | |
|  | |  | |  | | |  |
|  | Any other White background | | | |  | Any other Black background | |
|  | | |  | | | | |
| **Asian or Asian British** | | | | **Mixed** | | | |
|  | | |  | | | | |
|  | Indian | | | |  | White and Black Caribbean | |
|  | | |  | | | | |
|  | Pakistani | | | |  | White and Black African | |
|  | | |  | | | | |
|  | Bangladeshi | | | |  | White and Asian | |
|  | | |  | | | | |
|  | Any Other Asian background | | | |  | Any other mixed background | |
|  | | |  | | | | |
| **Gypsy, Romany or Irish Traveller** | | | |  | | | |
|  | | |  | | | | |
|  | Gypsy | | | |  | Irish Traveller | |
|  | | |  | | | | |
|  | Romany | | | |  |  | |
|  | | |  | | | | |
| **Chinese** | | | | **Any other ethnic group (please specify)** | | | |
|  | | |  | | | | |
|  | Chinese | | | |  | | |

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| --- | --- | --- | --- | --- |
| **Sexual orientation** | | | | |
|  | |  | | |
|  | Bi-sexual | |  | Gay man |
|  | |  | | |
|  | Gay woman / lesbian | |  | Heterosexual / straight |
|  | |  | | |
|  | Other | |  | Prefer not to say |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Religion** | | | | |
|  | | | | |
|  | Buddhist | |  | Christian |
|  | |  | | |
|  | Hindu | |  | Jewish |
|  | |  | | |
|  | Muslim | |  | No religion |
|  | |  | | |
|  | Rastafarian | |  | Sikh |
|  | |  | | |
|  | Other | |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Declaration** | | | | |
|  | |  | | |
| I acknowledge that the personal data contained in this application form will be processed for the purposes set out in the Guidance Notes and the WDH Privacy Notice for Job Applicants.  I declare that the information I have given in this application is correct to the best of my knowledge.  I understand that if I am appointed and it is later discovered that I withheld or falsified relevant information, that disciplinary action may be taken and I may be summarily dismissed.  Please note: we will deem the submission of your application form without a signature as confirmation that you comply with the above declaration statement. | | | | |
|  | |  | | |
| Signed |  | | Date |  |

**0345 8 507 507**

**www.wdh.co.uk**

[**recruitment@wdh.co.uk**](mailto:recruitment@wdh.co.uk)

** /wdhupdate  @wdhupdate**

**Wakefield and District Housing Limited.**

**A charitable Community Benefit Society registered**

**under the Co-operative and Community Benefit**

**Societies Act 2014. Registered Number:** 7530

**Registered Office:** Merefield House, Whistler Drive,

Castleford WF10 5HX

**Chief Executive:** Andrew Wallhead