

Personal Details

Surname:	First Name:
Address:	Tel No:
	Mobile No:
	Date of Birth:
Post Code:	NI No:

Equal Opportunities

We are committed to an Equal Opportunities Policy in Employment and will monitor all applicants with regard to disability, age, sex, gender, race, nationality, cultural background or ethnic origin. To enable us to monitor this policy, please could you complete the following:

What is your gender? Male Female

Which of these ethnic groups do you belong to?

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> Asian or Asian British Bangladeshi | <input type="checkbox"/> Black or Black British African | <input type="checkbox"/> Mixed White and Asian | <input type="checkbox"/> White British |
| <input type="checkbox"/> Asian or Asian British Indian | <input type="checkbox"/> Black or Black British Caribbean | <input type="checkbox"/> Mixed White and Black African | <input type="checkbox"/> White Irish |
| <input type="checkbox"/> Asian or Asian British Pakistani | <input type="checkbox"/> Black or Black British other Black background | <input type="checkbox"/> Mixed White and Black Caribbean | <input type="checkbox"/> White other White background |
| <input type="checkbox"/> Asian or Asian British other Asian background | <input type="checkbox"/> Chinese | <input type="checkbox"/> Mixed other Mixed background | <input type="checkbox"/> Any other not known/not provided |

Health Declaration

Please give details of any medical conditions, which may affect your day-to-day ability to carry out your job/learning.

Education

School(s) attended:	Leaving Date:
Do you have a Record of Achievement? <input type="checkbox"/> YES <input type="checkbox"/> NO (Please Tick)	

Qualifications (Expected/Achieved)

Subject	Type of Qualification (E.g. GCSE)	Grade/Level	Subject	Type of Qualification (E.g. GCSE)	Grade/Level

Employment History

Are you: *(please tick relevant statement)*

School Leaver In Further Education Employed Unemployed

If employed for how long?

0-6 months 7-12months

Please give details of any work experience you have had (paid or unpaid) starting with your present/most recent. If you have never worked, then please leave blank.

Start/Finish dates	Employer or Trg Provider	Job Title	Duties carried out at work

Interests

Please give information on your leisure interests:

Hobbies:

Sports:

Voluntary Work:

Other Information

Have you ever been suspended, excluded or expelled from school? YES NO *(Please give details below)*

Do you have any criminal convictions? YES NO *(Please give details below)*

(Please note: You are required to give details of any convictions that are not "spent" as defined by the Rehabilitation of Offenders Act 1974)

Where did you hear about Mantra Learning ?

A Friend/ Family Internet Other (please State) School
 News Paper Connexions If Connexions, Which one?

Career Choice

1. Storage and Warehousing

2. Customer Service

3. Traffic Office

4. Motor Vehicle Maintenance and Repair

First choice:

Second choice:

Reason for Choice:

Reason for Choice:

Have you ever done any work, of this kind before (paid or unpaid)? (Describe what you have done)

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What sort of tasks do you expect to do in this job?

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What career prospects do you think there are using these skills?

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List below 5 good reasons why you think an employer should choose you:

- 1.
- 2.
- 3.
- 4.
- 5.

List below 5 questions you would ask a future employer at your interview:

- 1.
- 2.
- 3.
- 4.
- 5.

What sort of person are you?

There are no right or wrong answers to the following questions, so it's not about giving the responses that you think we want to hear. The aim is to provide us with information about the kind of work, which would suit you best. This in turn will help us to develop the best training and potential workplace that is right for you.

Please consider the following statements and indicate how much you agree or disagree with the statement by circling a number, i.e. if you NEVER AGREE with the statement then circle '1'.

	Never Agree	Rarely Agree	Some times	Often Agree	Always Agree
I enjoy meeting new people	1	2	3	4	5
I enjoy testing out new ideas	1	2	3	4	5
I like routine or repetitive work	1	2	3	4	5
I prefer working with other people rather than on my own	1	2	3	4	5
I like being given responsibility for tasks	1	2	3	4	5
I am good at meeting deadlines	1	2	3	4	5
I have thought about running my own business	1	2	3	4	5
I dislike change and prefer things to stay the same	1	2	3	4	5
I like it better when I am busy	1	2	3	4	5
I prefer to finish one task before starting another	1	2	3	4	5

Data Protection

I understand that the information given by me will be treated in confidence and will only be used for administrative, statistical, evaluation and monitoring purposes by the staff of this service or by the funding organisations and that my application may be passed to companies who have suitable vacancies.

Declaration

I declare that the information in the form is true and complete and if any details I have given are found to be false or misleading, could result in me being ineligible for recruitment.

Signature of Applicant

Date

Signature of Parent/Guardian
(If under 18)

Date

Now – send back this application within 2 weeks to MANTRA LEARNING to ensure you get an early Initial Assessment & Interview. Don't forget the sooner you apply, the sooner you can start earning.

Mantra Learning Limited, Greengate, Middleton, Manchester, M24 1RU
Tel: 0161 653 5767 Fax: 0161 653 3536 Email: apprenticeships@mantralearning.co.uk

For Office Use Only:

Date Application form Received:

Date acknowledged:

Date of Initial Assessment:

Date of Interview:

Date of Company interview:

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