

## Application Form

Job Title: \_\_\_\_\_

Reference no: \_\_\_\_\_

<b>Name:</b>	<b>Address:</b>
<b>Postcode:</b>	<b>Contact telephone number(s):</b>
<b>E-mail address:</b>	

<b>Qualifications Level (e.g., GCSE, Degree)</b>	<b>Title/Subject</b>	<b>Grade attained</b>

**Employment History** (starting with your current /most recent employer)

<b>Name of employer</b>	<b>Dates</b>	<b>Job Title/Duties</b>	<b>Salary</b>	<b>Reason for leaving</b>

**Other relevant competencies** *(you may wish to use this section to gain information from candidates about how they meet the essential skills outlined in the Person Specification. It is recommended that this be amended to suit each job. Some examples are given below)*

**Communication skills**

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**Working as part of a team**

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**Skills relevant to the job, e.g., Information Technology, driving skills, etc...**

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**Referees**

Please give the name and contact details of two referees. Please note that we will not contact your current employer before an offer of employment is made to you.

**Name:**  
**Job Title:**  
**Contact address:**

**Name:**  
**Job Title:**  
**Contact address:**

**Contact telephone number:**

**Contact telephone number:**

**Special Requirements**

Please list below any special requirements or reasonable adjustments if you are disabled that you may have if you are called for interview.

**Declaration**

I can confirm that to the best of my knowledge the above information is correct. I accept that providing deliberately false information could result in my dismissal/withdrawal of employment offer.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Sample Interview Questions

1. Why have you applied for this job?
2. Tell me what you know about the work of an Electrician
3. Explain how you will cope with travelling and timekeeping.
4. Provide some examples of your practical skills and experience
5. Attendance at class is very important. Explain what your commitment to this will be.
6. The nature of this job will require you to work at heights. How will you respond to this requirement?
7. The nature of this job will require you to work in confined spaces. How will you respond to this requirement?
8. What three words would best describe your character?
9. Working with others is important in this industry and to my business. How will you respond to this requirement?
10. Looking after customers is very important. How will you respond to this requirement?
11. Explain to me how you would look after the equipment and materials used in this business?
12. What can you say that would persuade me that you will be a good apprentice?



### INTERVIEW COMMENTS & SCORE CARD

CANDIDATES NAME \_\_\_\_\_ DATE \_\_\_/\_\_\_/\_\_\_\_\_  
INTERVIEWER \_\_\_\_\_

Questions	Comments	Score out of 10
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
	TOTAL	

**Other Notes**

Signed \_\_\_\_\_