

PLEASE USE BLOCK CAPITALS AND BLACK INK

Personal Details

Surname:

Forenames:

Address:

Postcode:

Date of birth:

Age:

National Insurance number:

Home telephone number:

Mobile telephone number:

E-mail:

Next of Kin/In Case of Emergency

Name:

Address:

Relationship:

Telephone Number:

Please note that some companies will require successful applicants to be drugs tested.

Applicants signature:

Date:



Application for Training Form

NOTES

Please read these notes carefully before completing the Application Form.

- It is important to remember that this form will be copied to potential employers. Their first impression of you will be the presentation of and information on this form. You may find it helpful to complete the form in pencil first, then when you are happy with what you have written, write over it in black ballpen.
- Please print clearly and in block capitals.
- Please complete all sections of the form as fully as you can.
- Use the 'Hobbies' section on the back of the form to list any previous engineering experience you have had, for example, maintaining your bicycle, and for any achievements or responsibilities you have had, for example, helping out with your local Cub Pack. Remember, you are trying to show potential employers that you are an interesting, reliable and enthusiastic person!
- If you require more room than our Application Form allows, please continue on a separate sheet. Use plain white A4 paper and mark clearly which section you are continuing.
- If you have any questions about completing this Application Form, please contact us on the number below.

Good luck!

SETA
First Avenue, Millbrook
Southampton SO15 0LJ

Telephone: 023 8077 1908
Email: info@seta-training.co.uk
Web: www.seta-training.co.uk

Monitoring Equality of Opportunity

CONFIDENTIAL

Please take a few moments to complete this form. This information will help us to assess the effectiveness of our Equal Opportunities Policy. Anything you tell us on this form will remain completely confidential and will not be used in our selection process.

Thank you.

Age (Please state) _____

Gender ☐ Male ☐ Female
☐ Transgender

Ethnic Origin ☐ White ☐ Black African
☐ Black Caribbean
☐ Black Other (Please specify) _____

☐ Indian ☐ Pakistani
☐ Bangladeshi ☐ Chinese
☐ Other (Please specify) _____

Do you have a **medical condition**?

☐ Yes ☐ No

Do you consider yourself to have a **disability**?

☐ Yes ☐ No

To help us support your training appropriately, please give details of any learning support or practical assistance you have received that you think we should know about, for example, if you have a 'Moving On Plan'.

What is your **sexual orientation**?

☐ Straight ☐ Gay
☐ Other ☐ Prefer not to say

What is your **religion**?

☐ Christian ☐ Jewish ☐ Buddhist
☐ Hindu ☐ Muslim ☐ Sikh
☐ No religion ☐ Prefer not to say

Do you have **any comments** relating to the fairness of our recruitment process to date?

Have you been a **UK or EU resident** for the last three years? ☐ Yes ☐ No

For office use only

No:

Year:

Transport Details

When selecting companies to send your details to, it is helpful to know about your travel arrangements. Please tick all of the boxes below that apply to you and use the section at the bottom for any comments you think it would be helpful for us to know. (This information will not be passed on directly to employers).

- ☐ I have access to regular bus routes;
☐ I have access to a railway station;
☐ I have my own bicycle and am prepared to cycle up to 8 miles to work/college;
☐ I have passed my driving test and have reliable access to a moped/motorbike;
☐ I have passed my driving test and have reliable access to a car.

Comments



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Preferred Trade *(Please indicate all areas of interest. Please note, some employers offer the opportunity to gain skills in more than one area).*

<input type="checkbox"/> Electrical Installation	<input type="checkbox"/> Pipe Fitting	<input type="checkbox"/> Machining
<input type="checkbox"/> Electrical Maintenance	<input type="checkbox"/> Fabrication/Welding	<input type="checkbox"/> Mechanical Maintenance
<input type="checkbox"/> Electronics	<input type="checkbox"/> Steel Erecting	<input type="checkbox"/> Design

Please tell us about your hobbies and achievements, particularly any skills or experience relevant to engineering:

Please tell us about any positions of responsibility you have held:

Please tell us why you are interested in a career in engineering:

Please tell us where you found out about **SETA**:

When completed this form should be returned to:
The Recruitment Officer, SETA, First Avenue, Millbrook, Southampton SO15 0LJ

SETA is an Equal Opportunities Supplier of Training