



Apprentice Application Form

Please return the completed form to HR (DavHR@cummins.com) or by post to Cummins Ltd, Royal Oak Way South, Daventry, Northamptonshire, NN11 8NU.

Position Applied For:

How did you become aware of this vacancy?

1. Personal Details

Name:

Address:

Post Code:

Contact Details: (Please tick preferred contact detail)

Email Address:

Telephone:

Home:

Mobile:

Working in the UK

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?

Please Tick: Yes No

If yes, please state restrictions and the expiry date if any permissions:

Notice Period and Holiday

Please indicate the period of notice you are required to give: _____

If you have any holidays booked before 31st December of this year, please give the dates: _____

2. Work Experience & Employment History

Please give details of all jobs held including part time and unpaid work, starting with your current or most recent employer.

Employer & Address	Length of Employment / Experience	Job Title – Main Duties	Reason for Leaving

3. Qualifications, Professional Training & Development

Qualifications	Year Gained	Results (Include Predicted Results)	School, College or University

4. Reasons for Applying

Please explain how your knowledge, skills, experience and personal qualities make you a suitable candidate for the Cummins Apprenticeship scheme.

5. Personal Development

Personal Development (Include any courses, school clubs, membership, voluntary work or responsibilities you consider relevant, with outcomes where applicable)

6. Hobbies & Interests

7. General

Do you have a current UK driving licence which enables you to drive in the UK? Yes No

Is it: Full Provisional LGV PCV Licence

Do you have any access requirements, health conditions or disability that require us to make adjustments should you be invited for interview?

If so, please state here:

Have you ever been convicted for a criminal offence that we should be aware of given the nature of the position you are applying for?

Please Tick: Yes No If Yes, please provide details:

You are not required to provide information regarding spent convictions under the Rehabilitation of Offenders Act 1974. However, if you fail to disclose a criminal conviction which is not spent and would have had a material influence on whether or not we would have offered you the position, we reserve the right to withdraw any offer of employment or terminate your contract of employment.

References

Please indicate two people who can provide references – one of whom should be your present/most recent employer and a school /college reference if applicable:

Name: _____	Name: _____
Job Title: _____	Job Title: _____
Company Name: _____	Company Name: _____
Address: _____ _____	Address: _____ _____
Tel No: _____	Tel No: _____
Email: _____	Email: _____
I <u>give / do not give</u> permission to take up my references prior to an offer of employment being made. (Delete as appropriate)	

Data protection

Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998. Individuals have, on written request and on payment of a fee the right of access to personal data held about them.

I hereby give my consent to Cummins processing the data supplied in this application form for the purpose of recruitment and selection.

Signature: _____ Date: _____

8. Declaration

Declaration: I declare that the information I have given in this application form, as well as my CV and any other documentation, is accurate and true. I understand that providing misleading or false information will disqualify me from appointment OR, if appointed, may result in my dismissal.

Signature: _____ Date: _____

Additional Information

Please include any information which may support your application.



EQUAL OPPORTUNITIES MONITORING

Name:

This section of the application will be detached from your application form to be used solely for monitoring purposes.

Cummins recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, colour, religion, gender, sexual orientation, gender identity and/or expression, national origin, age, disability, or other status protected by law. We therefore welcome applications from all sections of the community.

White:

British Irish Any other white background *

Mixed:

White and Black Caribbean White and Black African White and Asian Any other mixed background *

Black or Black British:

Caribbean African Any other black background *

Asian or Asian British:

Indian Pakistani Bangladeshi Any other Asian - background *

Chinese or Other Ethnic Group:

Chinese Other Ethnic Group *

Nationality:

* Please specify

Information refused

Gender please specify

Date of Birth