

The Honda Apprenticeship Programme

Instructions to complete the on-line application form

- The form should be completed using black ink.
- All sections of the application form need to be completed in as much detail as possible.
- If you are applying for a vacancy which you have seen advertised, please enter the vacancy reference number in the REF box on the top of the application form.
- The completed application form should be returned to:

***The Honda Apprenticeship Programme
Rufford Court
Wellow Road
Eakring
Nottinghamshire
NG22 0DF***

- You must sign and date the application form. If you are aged 17 or under your parent or guardian must also sign and date your application form. Applications forms that are not appropriately signed will not be processed.
- Once we have received your completed application form we will screen your details against our minimum criteria. Should your details meet the minimum criteria we will enter your details onto our database, which will be used to match you to any suitable vacancies.
- If you are unsuccessful in your application we will write to you within 14 days. If you do not hear from us within 14 days you have either been added to a current vacancy or will be matched to any suitable vacancies in the future.
- Should you have any queries or difficulties in completing the form please do not hesitate to contact us on 0870 2411 555 or email hondaapprenticeships@autopeople.co.uk for further assistance

Ref:

Office use only

HONDA

Data:

Office use only

Please complete all sections and both sides of this Honda Apprenticeship Programme Application Form. It is confidential and will be used to match you to opportunities within the Honda Dealer network

Surname:

First Name(s):

Home Address:

Post Code:

National Insurance No.

Careers Service Ref. No.

Date of Birth: DD/MM/YYYY

Age Now:

Gender: Male Female

Telephone Nos. Home:

E-mail:

Work:

Mobile:

Do you have any health conditions or special needs which you consider may affect your performance at work and/or interview and require special working arrangements / adjustments to be made? Yes No

If YES, please provide details:

Have you ever been convicted of any criminal offences which are not yet 'spent' under the Rehabilitation of Offenders Act 1974 or any prosecution pending? or for Northern Ireland applicants: The Rehabilitation of Offenders (NI) Order 1978? Yes No
If YES, please provide details on a separate sheet and attach to this form.

Under s8 Asylum and Immigration Act 1996, a work permit or other specified document is required by all non-EU and commonwealth citizens without a right of abode or settled status. Do you require a work permit? Yes No

How do you spend your leisure time?

Name of last school / college attended: Leave Date:

Did you take part in work experience at school? Yes No

If YES, give details:

Please summarise your qualifications and predicted grades or actual grades:

SUBJECT	GRADE	SUBJECT	GRADE

Have you worked or been on a Government Training Programme? Yes No

If YES, name of scheme:

Date Started: Date Finished:

Please indicate your preferred Apprenticeship route . . .

Car Service Technician

Parts Advisor

Motorcycle Technician

Lawn and Garden Technician

Marine Technician



Employment History

Please detail your current and any previous employment history, including part time positions.

Job Title	Start Date	End Date	Company Name

Do you have a current driving licence for any class of vehicle / motorcycle? Yes No

If YES, give details: _____

Do you have any endorsements on your licence? Yes No

If YES, give details: _____

Do you have your own transport? Yes No

If YES, give details: _____

How far would you be prepared to travel to a suitable vacancy?

1-5 miles 5-10 miles 10-15 miles 15-20 miles 20 miles plus

Feedback and Other Information. How did you hear about The Honda Apprenticeship Programme?

School Careers Convention Careers Advisor

Honda Website Local Advert Other

Other information:

Reference

Name: _____

Address: _____

Tel No: _____ Tick box if we may contact your referee now

Ethnic Origin

To enable us to satisfy the Code of Practice on Race Relations in Employment, applicants are asked to state their ethnic origin below. This information is given on a voluntary basis and will only be used for monitoring purposes. If you do not wish to complete this section it will not prejudice your application.

- Bangladeshi Black African Chinese Black Caribbean
 Black Other White Indian Pakistani
 Other Asian Irish Other (please state)

For Northern Ireland only

To comply with the Fair Employment (Northern Ireland) Act 1976.

- Protestant
 Roman Catholic
 Neither

If the vacancy that you are applying for requires a Criminal Records Bureau Disclosure this will be sought in the event of your application being successful. Information from disclosure will be held in strict confidence. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

I / We confirm the information given is true and accurate and **The Honda Institute** may use the contents in connection with their recruitment and assessment services for a place on the Honda Apprenticeship Programme.

Applicants Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____
(If under 18 years)

Honda dealers are equal opportunities employers. Applications are welcomed from all suitably qualified people regardless of race, gender, marital status, disability or sexual orientation.