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**Kickstart Trainee Scheme Application Form**

**About Kickstart Apprenticeship Scheme**

The Kickstart Apprenticeship Scheme supports employers to provide six months of work for young people. This will be regular, paid work which will help young people to develop transferrable skills (such as team work) and demonstrate to future employers that they have a track record of being a reliable employee with an up-to-date reference. The scheme seeks to support each participant in finding future employment. This can include on-the-job training, work search support, transferrable skills development, mentoring and careers advice, and support with CV and interview preparation.

We can only accept candidates who has been referred to us by their work coach.

**About Citizens Advice Bureau**

Citizens Advice Wandsworth is an independent charity that provides information, advice and support. We also work to improve the policies and practices that affect people’s lives. At CAW we are a diverse team of committed people who care for our clients and the service that we provide. We are looking for a committed individual who will work well as part of our one team, in line with our organisational values; creativity, generosity, quality and accountability.

|  |  |
| --- | --- |
| **Name:** |  |
| **Address:** |  |
| **Mobile Number:** |  |
| **Email Address** |  |
| **National Insurance Number:** |  |
| **Date of Birth:** |  |
| **Do you speak any languages other than English?** | *Please state* |

**Education and Training**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date from** | **Date to** | **School/College/**  **Provider** | **Subjects**  **Exams Taken** | **Grades** | | |
|  |  |  |  | Actual | Predicted  (if actual not received) | If predicted,  due date  of  actual  grades  to be  received |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |

*Continue on a separate page if necessary*

**Are you currently in education or training? Yes/No**

*If yes please specify Name of place attending; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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**Courses Undertaken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Expected End date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Is this full time/Part time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employment/Training History (this should include work experience or voluntary work, continue on a separate sheet if necessary)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **From** | **To** | **Company** | **Position held and Duties** | **Reason for Leaving** |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |

**Please tell us about your interests and activities** (For example do you play in a football team?)

**Parent/Guardian details (if under 18 years)**

|  |  |
| --- | --- |
| **Name:** |  |
| **Address:** |  |
| **Mobile Number:** |  |
| **Email Address** |  |
| **Relationship to you:** |  |

**References**

Please supply the contact details for two referees. An email address is important. Your referees should be people (not relatives) who can tell us about you and suitability to undertake your chosen role.

|  |  |  |
| --- | --- | --- |
|  | **First referee** | **Second referee** |
| **Referee’s name** |  |  |
| **Email address** |  |  |
| **Telephone number** |  |  |
| **How do they know you?** |  |  |
| **Postal address (with full postcode)** |  |  |

**Our policy on convictions**

We only carry out Disclosure & Barring Service (DBS) checks for roles working directly with clients in services targeted at vulnerable adults or children. Our policy is in place to make sure ex-offenders are treated fairly.

**Have you ever been convicted of a criminal offence or currently have charges outstanding? Yes/ No**

***If yes, please give details***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

We consider each offence individually, looking at issues like risk to the client, how long ago it took place, the circumstances and whether they are relevant to the apprenticeship role. Anyone with a conviction for a sexual offence against a child or vulnerable adult is considered unsuitable to work at Citizens Advice Wandsworth.

|  |  |  |
| --- | --- | --- |
| **Have you ever passed a CRB or DBS check?  Tick if ‘yes’** | **Have you ever been in prison?** | **Have you been convicted of a sexual offence against a child or vulnerable adult** |

Citizens Advice Wandsworth will ask about unspent convictions after a conditional apprenticeship or employment offer. Having a criminal record is not in itself a barrier, and we will only take relevant convictions or sexual offences into account. If you are concerned about this and would like to discuss your individual circumstances further, please contact [recruitment@cawandsworth.org](mailto:recruitment@cawandsworth.org)

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| **Declaration**  **All the information I have provided above is accurate to the best of my knowledge** |
| **Signed: Date:** |

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| If you have given us any information about your health, disability or access requirements, under data protection law we need your explicit consent to hold or use that information.  We will only use it in order to allow us to make reasonable adjustments and/or to keep you safe and it will be held securely.  I give my consent for this information to be used by Citizens Advice Wandsworth |
| **Signed:                                                               Date:** |

**Please return this form to:recruitment@cawandsworth.org**

**Deadline for completed applications Friday 10th September 2021**

**How we will use your information**

The information you give us on this form will be used to help us decide whether to recruit you as an apprentice. It will only be seen by staff involved in the recruitment process, and will be stored securely. We do not retain unsuccessful application forms.  
  
If you are recruited we will retain your contact information in order to involve and support you. We will also collect additional information, such as next of kin details, and over time records of training, support meetings and where relevant, appraisals. Again, it will be kept securely, and only those people who need to see your information in order to involve you will have access to it.  
 **All use of apprenticeship information will be relevant to their involvement, and may include:**

* **Contacting apprentices when necessary**
* **Making reasonable adjustments to improve accessibility**
* **Monitoring statistical details of our apprentices**
* **Providing ongoing support to apprentices**
* **Monitoring the quality of advice given to clients**
* **Addressing problems or complaints**

**If you have any questions about the use of your data, please contact The Kickstart administrator:** [**recruitment@cawandsworth.org**](mailto:recruitment@cawandsworth.org)