



# COURSE APPLICATION FORM

Part 1 – All Applicants

Part 2 required for Apprenticeship applications only

## 1. Personal Information

Surname:		First Name(s):							
Date of Birth:		Age:							
Gender:	Male <input type="radio"/>	Female <input type="radio"/>	NI number:						
Address:									
Postcode:									
Home Telephone:					Mobile:				
E-mail:									
Next of Kin:			Relation:			Contact number:			

## 2. Course choice (please tick one)

<p><b>Plumbing</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> Apprenticeship in Plumbing (Level 2)</li> <li><input type="radio"/> Advanced Apprenticeship in Plumbing (Level 3)</li> <li><input type="radio"/> Technical Cert Level 2 (C&amp;G 6129, day-release)</li> <li><input type="radio"/> Intensive Technical Certificate Level 2 (C&amp;G 6129)</li> <li><input type="radio"/> Technical Cert Level 3 (C&amp;G 6129, day-release)</li> <li><input type="radio"/> Plumbing NVQ Level 2 (C&amp;G 6089)</li> <li><input type="radio"/> Plumbing NVQ Level 3 (C&amp;G 6089)</li> </ul> <p><b>Gas</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> Apprenticeship in Gas (Level 2)</li> <li><input type="radio"/> Tech Cert &amp; NVQ Level 2 (C&amp;G 6132, day-release)</li> <li><input type="radio"/> NVQ Level 2 (C&amp;G 6034)</li> <li><input type="radio"/> ACS Gas – Domestic 10 Week</li> <li><input type="radio"/> ACS Gas – Commercial 10 Week</li> </ul>	<p><b>Electrical</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> Advanced Apprenticeship in Electrotechnical Technology (Level 2 &amp; 3)</li> <li><input type="radio"/> Tech Cert Level 2 (C&amp;G 2330, Pt1, day-release)</li> <li><input type="radio"/> Intensive Technical Certificate (C&amp;G 2330, Pt1)</li> <li><input type="radio"/> Tech Cert Level 3 (C&amp;G 2230, Pt2, day-release)</li> <li><input type="radio"/> NVQ Level 3 (C&amp;G 2356)</li> <li><input type="radio"/> AM2 revision and assessment</li> <li><input type="radio"/> Fundamental Inspection &amp; Testing (C&amp;G 2392)</li> <li><input type="radio"/> Inspection, Testing &amp; Reporting (C&amp;G 2391)</li> <li><input type="radio"/> Portable Appliance Testing (C&amp;G 2377)</li> <li><input type="radio"/> 17<sup>th</sup> Edition Reqs for Electrical Installation</li> </ul>
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## 3. Fees

Who will be paying your training fees?

Myself    Employer    Other (please specify): \_\_\_\_\_

## 4. Employment Status

(a) What is your current employment status?

Employed    Self-employed    Full-time Education    Unemployed

School Leaver    Government funded scheme

(b) Have you been permanently resident in the UK for the last 3 years?

Yes    No

## 5. Current Employer Details

Company name:	Contact name:
Address:	
Postcode:	
Telephone:	E-mail:

## 6. Education / Training

Please give details of your most recent trade-related Education and Training if relevant to this application  
 (Note: for Apprenticeship applications, please leave blank and complete this information on Part 2)

Training body	Date	Qualification(s) gained e.g. Plumbing, Pipe fitting, Heating and ventilation

## 7. Equal Opportunities

(a) Do you suffer from any medical conditions or learning difficulties that may affect your training?

- NONE  
 Diabetes     Epilepsy     Asthma     Eczema     Poor eyesight / Colour-blindness  
 Hearing difficulty     Dyslexia     Other (please give details below)

If YES, please give details: \_\_\_\_\_

(b) Are there any other factors that may affect your work or training?

- Yes     No

If YES, please give details: \_\_\_\_\_

(c) To which of the following ethnic groups do you belong? (please tick one)

- |   |  |
|---|--|
| <input type="radio"/> Asian or Asian British – Bangladeshi                | <input type="radio"/> Mixed – White and Asian            |
| <input type="radio"/> Asian or Asian British – Indian                     | <input type="radio"/> Mixed – White and Black            |
| <input type="radio"/> Asian or Asian British – Pakistani                  | <input type="radio"/> Mixed – White and Chinese          |
| <input type="radio"/> Asian or Asian British – any other Asian background | <input type="radio"/> Mixed – any other Mixed background |
| <input type="radio"/> Black or Black British – African                    | <input type="radio"/> White – British                    |
| <input type="radio"/> Black or Black British – Caribbean                  | <input type="radio"/> White – Irish                      |
| <input type="radio"/> Black or Black British – any other Black background | <input type="radio"/> White – any other White background |
| <input type="radio"/> Chinese   | <input type="radio"/> Any other                          |
|   | <input type="radio"/> Not known / not provided           |

## 8. How did you hear about West London Training Ltd?

- |  |   |
|--|---|
| <input type="radio"/> Advert (please specify): _____ | <input type="radio"/> Yellow Pages                  |
| <input type="radio"/> Careers agency                 | <input type="radio"/> Website                       |
| <input type="radio"/> Chosen by employer             | <input type="radio"/> Other (please specify): _____ |
| <input type="radio"/> Recommendation / Word of Mouth | <input type="radio"/> Don't recall                  |

## 9. Declaration

### Data Protection Act 1998

West London Training Ltd uses the information supplied by applicants to monitor equality of opportunity, manage Health and Safety, assess suitability for training and employment opportunities, and to manage candidates training. Due to the Data Protection Act 1998, we need your consent before we can do this, and process your application.

**I confirm that the information I have given is a true and correct record, and I consent to West London Training Ltd processing data contained in this form, and any other data they may obtain from me or other people during my training, in accordance with the Data Protection Act 1998.**

**APPLICANT'S SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_ / \_\_\_ / \_\_\_

Please return your completed application to:

**West London Training Ltd, 219-225 Ash Road, Aldershot, GU12 4DD**

**Note:** Apprenticeship applicants should also complete Course Application Form – Part 2

If you have any questions about completing this application form, or require an alternative format, please do not hesitate to contact us on **01252 400370** or [info@wlt-group.com](mailto:info@wlt-group.com)

FOR OFFICE USE	
Date received:    /    /    Initials: _____	Interviewed by: _____
	Date:                    /    /
	Approved for course:    Yes    No



### 13. Education at College

Please give details of your college education if applicable

College name:			
Address:			
Dates attended	From:	To:	
Exam type and level e.g. BTEC, NVQ, A level	Subject	Predicted Grades	Actual Grades

### 14. Employment History

Please give details of any jobs you have had, including part-time, temporary, voluntary and/or work experience

Employer	Date		Job title e.g. cashier	Job type e.g. Saturday job, work experience placement
	From	To		

### 15. Hobbies / Interests

Please use this space to tell us about your hobbies, special interests and clubs you belong to

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### 16. Your chosen career

We would like to know more about why you want to work in your chosen career?

(a) What is your choice of career?
(c) What do you think your chosen career involves?
(b) Why do you think you will be suited to this career / occupation?
(d) What do you think your work hours will be?
(e) What do you think you will earn?
(f) Please use this space for any other information that will support your application

**I confirm that the information I have given is a true and correct record, and I consent to West London Training Ltd processing data contained in this form, and any other data they may obtain from me or other people during my training, in accordance with the Data Protection Act 1998.**

Applicant signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please return both parts of your completed course application form to:  
West London Training Ltd, Matterson House, 219-225 Ash Road, Aldershot, GU12 4DD**