

Apprentice Application Form Guide

This short guide will give you some hints and tips on completing the application form to enable you to provide all the information we need from you. If you have any questions about completing the application or about the roles being offered, please contact our HR department on the contact numbers below who will be happy to help you.

HR Team: 01256 844844

Email: Recruitment@basingstoke.gov.uk

Personal details

In this section you will need to complete all the information requested. Please provide us with at least one contact telephone number and an email address so we have a few different ways to contact you.

If you have a preference for a particular apprenticeship, please state which one, otherwise we will consider your application against all available roles.

Advertising

To help us with future recruitment campaigns please let us know where you saw the advertisements for the vacancy you are applying for.

Qualifications and training

Please provide details of any school / colleges attended and qualifications working towards or gained and details of any training attended.

Whilst we do not look for particular qualifications for apprenticeships, we value behaviours such as effective communication skills, commitment, enthusiasm and flexibility, so do not worry if you have not achieved the grades you hoped to, as part of the qualification you undertake for the apprenticeship there are opportunities to undertake Math's, English and IT skills also.

Work experience / voluntary work / responsibility

Please provide details of any work experience and / or voluntary roles, this includes activities you may have been involved with at school / college or in a club etc.

About you

This is not just a job opportunity – it's the chance to start your career.

If you haven't already, please take a look at the jobs.basingstoke.gov.uk website and read about our values and how our residents are at the heart of everything we do. Use this space to tell us why you think you are the right person for us.

Good luck with your application, we hope to hear from you soon.

