**Apprentice Application Form**

***Please complete this Form and submit with a copy of your CV if you have one to*** [***recruitment@morganstone.co.uk***](mailto:recruitment@morganstone.co.uk)

*Your Application will be acknowledged and you will be updated on current vacancies*

***Morganstone Ltd is an Equal Opportunities Employer***

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| **PERSONAL DETAILS** |  |
| **Title: (Mr / Mrs / Miss / Ms):** | **Full name:** |
| **Current Address including postcode:** | **Preferred contact telephone number:** |
| **Email: *(please ensure you check your emails regularly as we***  ***rely on this method of correspondence)*** |  |

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| **Do you hold a driving licence?**  **If so is it Full / Provisional?**  **Do you have access to your own transport?**  **Please tick ✓** | Full \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Provisional \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Own Transport \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **For international students, do you need a visa to work in**  **the UK?** |  |
| **If invited to Interview are there any reasonable**  **adjustments we need to make? e.g. wheelchair access / accessible parking, etc.** |  |

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| **EDUCATION HISTORY** |  |  |  |
| **College / School** | **Dates** | **Course Title / Details of Studies** | **Grade** |
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| **OTHER QUALIFICATIONS / TRAINING ACHIEVED** |
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| **WORK EXPERIENCE / HISTORY** |  |  |  |
| **To / From (Dates)** | **Employer** | **Type of Work** | **Duties / Responsibilities** |
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| **ABOUT YOU:** |
| **What are your strengths?** |
| **Please tell us about your biggest achievement to date?** |
| **Please tell us about the biggest challenge you have faced?** |
| **What are your Hobbies / Interests / Achievements?** |
| **Why have you chosen a career in the Construction industry?** |

**Data Protection Act**

In accordance with the Act, you should be aware that the personal details submitted with this Application Form will be used for selection and interview purposes and for employment records if the Application is successful. You should be aware that any third party partners that may be involved in the recruitment process cannot do anything with your personal information unless we have instructed them to do so. They will not share your personal information with any organisation apart from us. They will hold it securely and retain it for the period we instruct them to do so. Under the Data Protection Act 1998, you have rights as an individual which you can exercise in relation to the information we hold about you. On signing this Form you consent to your data being utilised in this way and you can choose to change your preferences at any time by informing us in writing.

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**