

APPLICATION FORM

HOW TO COMPLETE THIS FORM

- 1 Read this form through first.
- 2 Use BLACK ink and BLOCK CAPITALS only for your answers.
- 3 Ensure all sections are complete.

FOR OFFICE USE ONLY		
	Date	Initial
Database Entry:	_____	_____
Screened Admin:	_____	_____
Screened Ops:	_____	_____
Ack Sent:	_____	_____

SECTION 1 - PERSONAL DETAILS

Surname: Forename(s)

National Insurance Number:

Address:

County/London Borough Postcode:

Home Tel: Mobile Tel:

Email: Would you be prepared to travel? YES NO

SECTION 2 - TRAINING PROGRAMME

Which career do you wish to train for? Please indicate up to three choices by numbering 1 – 3 on the list below (1 being your first choice) Visit our website www.best-ltd.co.uk to discover whether this industry would suit you.

CRAFT APPRENTICESHIPS			
Heating & Ventilating Installer/Craftsperson	<input type="checkbox"/>	Service & Maintenance Engineer	<input type="checkbox"/>
Domestic Heating Engineer	<input type="checkbox"/>	Ductwork Installer	<input type="checkbox"/>
Refrigeration & Air Conditioning Engineer	<input type="checkbox"/>	Gas Engineer	<input type="checkbox"/>
		Electrical Installer	<input type="checkbox"/>
		Plumber	<input type="checkbox"/>
STUDENT ENGINEER			
Building Services Technician	<input type="checkbox"/>		

SECTION 3 - SCHOOL / COLLEGE DETAILS

Please note that BEST requires the following Grades or Expected Grades when applying for an Apprenticeship programme, or relevant industry experience / training:

- **Craft Apprenticeships:** Two GCSE Grades A*-C in Maths, English Language or Literature, plus one GCSE Grade A*-D in a Science or Design and Technology subject or equivalent e.g. GNVQ Intermediate.
- **BSE Student Engineer/Technician:** Four GCSE Grades A*-C in Maths, English Language or Literature, plus a Science subject and one other GCSE subject or equivalent e.g. GNVQ Intermediate.
- **Relevant Industry Training & Experience:** This will be evaluated on an individual basis and will be dependent on the candidate's training and experience relevant to the Building Services Industry.

Name of Last School/College:

Subject taken/to be taken	Exam Level (e.g. GCSE, GNVQ, Key Skills, Vocational)	Predicted Grades	Achieved Grades
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an HVCA group company

BUILDING ENGINEERING SERVICES TRAINING LIMITED

APPLICATION FORM

SECTION 4 - WORK EXPERIENCE

Please give details of full and part time employment and work experience (please attach separate sheet if necessary):

Company	Date From	Date To	Position

Please give details of tasks carried out, relevant to this application:

Company	Date From	Date To	Position

Please give details of tasks carried out, relevant to this application:

Have you previously been on a training scheme? YES NO

If Yes, please give details:

Please provide any additional information (i.e. achievements), which may support your application:

SECTION 5 - INTERESTS

Please give details of any interests, sports and positions of responsibility held and any achievements/prizes you have won:

SECTION 6 - DECLARATION

- I confirm that:
- the information I have completed within this form is correct and accurate
 - I will be required to produce evidence to support my application.
 - I understand that my details may be passed on to other relevant parties only for the purposes indicated in the BEST Data Protection Statement.

BEST Data Protection Statement
 BEST Ltd may share this information with other organisations and the Department for Children, Schools and Families (DCSF) for administrative, statistical and research purposes, to inform Careers/Connexions and other guidance bodies and to monitor the progress of Learners.

Signature: Date:

Please check that you have completed **ALL sections** of this form and signed/dated the boxes marked with **X** on this page.

WHERE TO SEND YOUR COMPLETED APPLICATION FORM AND EQUAL OPPORTUNITIES MONITORING FORM :
 Building Engineering Services Training Ltd
 The Priory, Stomp Road, Burnham, Buckinghamshire,
 SL1 7LW
 Tel: 01628 607800 Fax: 01628 607801 Email: applications@best-ltd.co.uk