



**Information for Applicants**

Hull City Council offers a variety of NVQs across a range of occupational areas. Below is a list of NVQs available at each of our Training Centres.

**Hull ITeC, 84 Goulton Street, Hull. Tel: 325576**

- Installing & Supporting IT
- Using IT
- Administration
- Customer Service
- Print & Graphic Communication
- Sign Making

**Refurbit, Wiltshire Road, Hull. Tel: 565999**

- Performing Manufacturing Operations
- Distribution & Warehousing
- Specialised Plant & Machinery operations (Lift Truck)

**Engineering Centre, Studley Street, Hull. Tel: 615270**

- Welding & Fabrication
- Machining
- Mechanical Fitting
- Mechanical Maintenance

**Painting & Decorating Centre, Raywell Street, Hull. Tel: 615420**

- Painting & Decorating
- Decorative Operations

If you require any further information about your chosen NVQ please contact the relevant Training centre as detailed above

**PLEASE COMPLETE THE APPLICATION FORM IN BLOCK CAPITALS**

Once completed please return in the prepaid envelope provided.  
You can expect to hear from us within 5 working days from receipt of your application.

**Equal Opportunities Monitoring**

EDA Training is an equal opportunities training provider. Our staff, learners and employers are working together to make this happen. At Hull City Council (Hull Training), we see people as individuals and try to give everyone the support they need to succeed.

It would be helpful to us if you would complete the monitoring form overleaf. By monitoring applications to our courses we can ensure that we are successful in promoting Equal Opportunities.

***This sheet will be removed before being passed to the person responsible for recruitment***

**ETHNIC ORIGIN**

Please say to which of these groups you belong:

- ? Asian or Asian British - Indian                      ? Asian or Asian British - Pakistani
- ? Asian or Asian British – Bangladeshi              ? Asian or Asian British – Any other Asian background
  
- ? Black or Black British - Caribbean                ? Black or Black British - African
- ? Black or Black British - Any other black background
  
- ? Mixed - White & Asian                                ? Mixed - White & Black African
- ? Mixed – White & Black Caribbean                ? Mixed – Any other Mixed background
  
- ? White – British                                              ? White - Irish
- ? White – Any other White background
  
- ? Chinese                                                        ? Not known/Not provided
- ? Any other.

**SEX**        ?    Male                      ? female

**DISABILITIES.**

The Disability Discrimination Act 1995 defines a person as disabled if he or she “Has a physical or mental impairment, which has a substantial and long term effect on his or her ability to carry out normal day to day activities”.

Do you consider yourself to be disabled?

- ? Disabled                      ? Not disabled

<b>Name</b>	
<b>NVQ Applied for</b>	
<b>N. I. Number</b>	
<b>Post Code</b>	

**How did you hear about our training programme?**

? Careers Service    ? Friend. Please give their name

? School                      ? Other. Please state:

**Please feel free to use the space below for any comments you may have about this form**

# Hull City Council

## Work Based Learning for Young People Application Form

NVQ Applied for
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Surname	First Name(s)
Address	Date of Birth
	National Insurance No.
	Telephone No.
	E-Mail Address
Post Code	

### **Education**

Current or Last School/ Attended		Leave Date or Expected leave Date		
Subject/course	Level (eg GCSE)	Exam Date	Result	Expected result if not known

### **Employment/Training/Work Experience**

Have you ever had:

A Job (including a Saturday or holiday job)?

\* YES

NO

Any previous experience of training?

\* YES

NO

Any work experience arranged by your school/college?

\* YES

NO

*\*If you have answered YES to any of these questions please give details below*

Name of Company or Training organisation	Type of Work or Training	Job/Training or Work experience	Date Started	Date Ended

**Interest, Hobbies & Spare time Activities** - please include details of any club memberships or positions of responsibility (eg first Aider)

**Why are you applying for this NVQ**

***I declare that to the best of my knowledge the details I have given are both complete & correct.***

**Signature of Applicant:**  **Date:**

**For Office use only**

Eligibility checked      Signature:       Date:

Entered on Database      Signature:       Date:

Interview date

Attended Interview    **YES**     **NO**

Start offered      **YES**     **NO**

Start date

CHECKLIST	Yes	No	Date	By whom
Acknowledgement letter sent	<input type="checkbox"/>	<input type="checkbox"/>		
Interview letter sent	<input type="checkbox"/>	<input type="checkbox"/>		
Start Letter sent	<input type="checkbox"/>	<input type="checkbox"/>		
Unsuitable letter sent	<input type="checkbox"/>	<input type="checkbox"/>		
Oversubscribed letter sent	<input type="checkbox"/>	<input type="checkbox"/>		