

# Camden Council Apprenticeship Application Form

## Section 1 – Personal Details

First Names(s):		Last Name:		Date of Birth:	
Address:					
Post Code:					
Borough:					
Email:		Contact Number:		Mobile:	
NI Number:					
Next of Kin / Relationship				Next of Kin Contact Number	

## Section 2 – Apprenticeship Applying For

Which Apprenticeship are you applying for:	<input type="checkbox"/> Apprentice Web Officer <input type="checkbox"/> Apprentice Network Engineer <input type="checkbox"/> Apprentice ICT Training Officer <input type="checkbox"/> Service Desk Apprentice <input checked="" type="checkbox"/> General ICT Apprenticeship
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Why would you like to complete an Apprenticeship at Camden Council?  1) Please state why you'd like to do an Apprenticeship in ICT (if there is a particular apprenticeship role you prefer – please explain which one and why) 2) Please state why you'd like to work for Camden Council	<p>With fierce competition for jobs there's never been a better time to have marketable skills and practical work experience. With an apprenticeship I can earn while I am learning and gain recognised qualifications as I work. I will also be getting added support to learn new skills that mainstream jobs require. I believe this is an ideal opportunity for me to prove my ability in ICT and show the experience I have gained is strong.</p> <p>I have gained excellent work experience as an Administrative and IT Assistant at Oakwood Community Centre, where I developed my knowledge of IT software and was often called upon to diagnose and solve IT problems for my team. I enjoy learning about the technical aspects of hardware and software and pick up new IT skills very quickly, making me an ideal candidate for this role.</p> <p>I have applied for this apprenticeship with Camden Council as I believe they are successful as an organisation and support the local community to be the best it can be. I believe this is a unique opportunity for me to seal my career for the future.</p>
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## Section 3 – Work and Educational Experience

Please list your qualifications. grades and training (e.g. GCSE's, NVQ, BTEC, First Aid, etc) <u>Remember to list where you did this.</u> (e.g. Westminster Kingsway College, Camden JobTrain etc)	<b>3 GCSE'S – DEAN WILSON SCEONDARY SCHOOL</b> <b>English: C</b> <b>Maths: D</b> <b>Science: B</b>  BRITISH RED CROSS EMERGENCY LIFE SUPPORT CERTIFICATE
Please list any relevant work experience and/or volunteering (e.g. Year 10 work experience, Saturday job, part-time work, unpaid volunteering)  <u>Remember to list where you did this.</u>	<b>Oakwood Community Centre</b> <b>Administrative and IT Assistant – 07/2010-present</b> <b>(Voluntary)</b> My tasks include a variety of duties such as troubleshooting and diagnosing technical IT faults and supporting staff to use IT equipment, basic administration and receptionist tasks, project support, bookkeeping, booking appointments, interpreting and other tasks that help the day-to-day running of the office.
What are you currently doing? (Tick all that apply)	<input type="checkbox"/> Unemployed <input type="checkbox"/> In part time work <input type="checkbox"/> In full time work <input type="checkbox"/> At college/school/studying

	✓ Volunteering
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## Section 4 – Teamwork

<p>Tell us about a time when you worked as part of a team to achieve a goal.</p> <p>Tell us the:</p> <p><b>Situation</b> – where was it? Who were you working with?</p> <p><b>Task</b> – what was the team's goal or objective? What were you trying to achieve?</p> <p><b>Actions</b> – how did <u>you personally</u> contribute towards achieving the task? What actions did you take? Did anything go wrong? How was it fixed?</p> <p><b>Result</b> - what was the outcome? Was it a success? Why do you think it was successful?</p> <p>If it was not a success, what would you do differently now?</p>	<p>Working at Oakwood Community Centre there was a situation in which all staff members were moving into a new office.</p> <p>The task in hand was to move all office equipment and furniture from the old office into the new office. After being delegated tasks, I was given the role to set up the computers in the new office. This task was completed successfully as I have a good knowledge of IT and had already carried out similar tasks in the old office.</p> <p>I believe this task was completed well due to the fact that I was allocated a task that matched my strengths and I was able to understand and work through my task as all the necessary equipment needed to set up a computer in an organised manner.</p> <p>Had the task not been completed successfully, I would re-evaluate it and find where the potential problem was and if need be, ask fellow colleagues for support.</p>
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## Section 5 – Future Goals

<p>If successful, what would you like to do after the Apprenticeship?</p> <p>How would you like your career to develop?</p>	<p>After the Apprenticeship I want to continue to work for this Council as a permanent member of staff in the ICT department. I hope to develop my skills through the apprenticeship programme where I anticipate I will learn from qualified people in order to be an experienced and qualified employee.</p>
<p>Please give details of any of your hobbies and leisure interests.</p>	<p>Reading books and magazines. Music of many genres as well as entertainment. Ice skating, theme parks and cinemas. Socialising with friends and family. I thrive on challenges and can communicate with people from all walks of life.</p>

## Data Protection Act 1998:

Camden Council shall treat all information contained within this document in accordance with the Data Protection Act 1998.

## Prevention and Detection of Fraud:

We have a duty to protect public funds. We may use the information you have provided on this form for the prevention and detection of fraud. We may also share this information with other bodies administering public funds solely for these purposes.

## Declaration:

I declare that, to the best of my knowledge, all the information included on this form is correct. I understand that on the basis of this application form, shortlisting decisions will be made.

Applicant signature:		Date:	
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