



Honda of the UK Manufacturing Limited
Business Administration Apprenticeship Application Form

1. Personal Details

Title:	First Name:	Surname:
Address & Post Code:		
Home Tel:	Mobile:	Email Address:

2. Emergency Contact Details

Name:	Relationship:
Phone Number:	Address & Post Code:

3. Apprenticeship Applied For

Apprenticeship Name:	Date of Application:
----------------------	----------------------

4. Where did you hear about this apprenticeship vacancy?

Enter X in the appropriate box

- School / College Careers Team
- Careers Fair
- Website
- Advertisement
- Social Media
- General enquiry to Honda
- Other, Please Specify:

5. Why have you applied for an apprenticeship at Honda of the UK Manufacturing Limited? (max 250 words)



Honda of the UK Manufacturing Limited
Business Administration Apprenticeship Application Form

6. What skills & experience do you have that are relevant to the apprenticeship? (max 200 words)

7. Education – Please list qualifications studying / studied including any predicted or achieved grades

Name of School / College Attending / Attended	Qualification Title	Level of Qualification	Grade Predicted	Grade Achieved

8. Hobbies & Interests – Identify any other hobbies or interests that you have. (max 100 words)



Honda of the UK Manufacturing Limited
Business Administration Apprenticeship Application Form

9. Work Experience and/or volunteering – To include any unpaid work and/or Saturday jobs etc. If you have completed any work, please list your current job and your previous two jobs.

Are you currently: **Working** **At School** **At College** **Other** If other, please specify:
Enter X in the appropriate box:

Current Employer Name & Address	From	Job Title and Summary of Main Duties	Reason for Leaving

Previous Employer Name & Address	From	To	Job Title and Summary of Main Duties	Reason for Leaving

Previous Employer Name & Address	From	To	Job Title and Summary of Main Duties	Reason for Leaving

10. Please tell us a time you worked as part of a team to achieve a specific goal. (max 200 words)
Tell us the: **What** you were doing, **When** the event was, **Who** you were working with, **Where** the event took place, **Outcome** - how successful was the result



Honda of the UK Manufacturing Limited
Business Administration Apprenticeship Application Form

14. Declaration & Data Protection

We are obliged to and shall comply with the requirements of the Data Protection Act 1998 in respect to all the information provided by you in the application. We may use such information for our internal administrative purposes to comply with all obligations imposed on us by law. For instance, we may use such information to comply with equal opportunities legislation and our internal equal opportunities policy. We are required to gain your consent before we can process any information contained in this form.

Any false statements, answers or omissions made in my application may result in my dismissal if I am offered employment and it later becomes known that I have given false information. As a condition of employment, I agree to undergo a company medical review if this is required in order to confirm my ability to safely carry out a role and understand that any confirmed offer of employment is subject to satisfactory medical review, apprenticeship funding eligibility criteria, references and production of academic qualifications. In order to comply with the provision of the Asylum and Immigration Act 1996, I understand that offers of employment are conditional on production of legal documentation as evidence that I can live and work within the UK.

By signing this declaration you hereby certify that:

- All the information provided by you in this application is true and accurate.
- You agree to Honda of the UK Manufacturing Limited processing your personal data contained in this form for any purposes connected with your application for an apprenticeship

Signed:

Date:

Please note: If you are completing this application electronically, please type your full name and date in the boxes above as signed declaration.

If this declaration is not signed and dated then your application will not be considered.

Please note: If you require further information or assistance on completing this application then email humapprenticeships@honda-eu.com or call 01793 837696.

Once you have fully completed this application form, please email it to:

humapprenticeships@honda-eu.com



Honda of the UK Manufacturing Limited
Business Administration Apprenticeship Application Form

Diversity monitoring

Honda is an equal opportunities employer. Please help us to monitor the effectiveness of our equal opportunities policy by completing this section. Information recorded here is for statistical purposes only and forms no part of the application process. Enter an X in the appropriate boxes.

Gender: Male Female

I would describe my ethnic origin as;

Black	African	Asian	Bangladeshi
	Caribbean		Chinese
	Other (Please specify)	Indian	
			Pakistani
			Other (Please specify)
		White	European
			Other (Please Specify)
		Other	(Please Specify)

Disability

The Disability Discrimination Act 1995 defines a disability as a physical or mental impairment, which has a substantial and long-term (i.e. more than 12 months) adverse effect on a person's ability to do normal daily activities.

Do you consider yourself to have a disability? Yes No
If yes, please give details

Do you consider yourself to have a medical condition? Yes No
If yes, please give details

Do you consider yourself to have learning difficulties? Yes No
If yes, please give details