

**CONFIDENTIAL—HEADTEACHER’S REPORT**  
(To be completed by the School)

Please give a brief assessment of the Student

Alternatively, a pre-printed school format which covers similar aspects is acceptable

**GCSE EXAMINATIONS TO BE TAKEN AND EXPECTED GRADES**

| SUBJECT | EXPECTED GRADE | SUBJECT | EXPECTED GRADE |
|---------|----------------|---------|----------------|
|         |                |         |                |
|         |                |         |                |
|         |                |         |                |
|         |                |         |                |
|         |                |         |                |
|         |                |         |                |
|         |                |         |                |

**ASSESSMENT OF ATTITUDE, EFFORT & ATTAINMENT**

Attendance and Timekeeping..... Attitude to Teachers and Authority  
.....  
.....

Reliability and Initiative..... Any known physical or mental limitations  
.....  
.....

Additional learner support required : YES  NO  (please indicate)

Any recent lapses or misdemeanours  
.....  
.....  
.....

**HEADTEACHER’S PERSONAL COMMENTS, RECOMMENDATIONS OR OTHERWISE**

.....  
.....  
.....  
.....  
.....  
.....

Name:..... Signature:.....

Position..... Date.....

**SAFEGUARDING/ EQUALITY & DIVERSITY**  
SETA is committed to Safeguarding and promoting the welfare of children. The Association wholeheartedly supports the principle of Equality and Diversity in employment and opposes all forms of unlawful or unfair discrimination on the grounds of colour, race, nationality, ethnic or national origin, sex, marital status or disability.

FOR SETA USE ONLY: Name: \_\_\_\_\_ Eligibility checklist enclosed:   
Scanned by: \_\_\_\_\_ Date Received: \_\_\_\_\_ Date/Signature: \_\_\_\_\_



# Apprenticeship Application Form

**SETA Training & Advisory Services Ltd**  
18 Hammond Avenue, South Reddish, Stockport, SK4 1PQ  
Phone: +44 (0)161 480 9822 Email: jburns@setatraining.com

**PLEASE COMPLETE THE FOLLOWING IN BLOCK CAPITALS AND IN BLACK PEN**

SURNAME..... FIRST NAME(S).....

ADDRESS..... DATE OF BIRTH.....

..... TELEPHONE NO.....

POSTCODE..... MOBILE NO.....

SCHOOL LEAVING DATE..... NI NUMBER.....

EMAIL ADDRESS.....

SCHOOL ATTENDED.....

.....

NEXT OF KIN:..... EMERGENCY CONTACT NO: .....

**QUALIFICATIONS, SUBJECTS STUDIED & GRADES**

**FULL OR PART TIME WORK (Including work experience)**

**POST 16 FULL TIME EDUCATION (College name, subjects and grades, etc)**

**HOBBIES/ INTERESTS/ ACTIVITIES**

**PLEASE DESCRIBE, IN YOUR OWN WORDS, WHY YOU WOULD LIKE AN ENGINEERING APPRENTICESHIP**

**WHAT SKILLS AND ATTRIBUTES DO YOU FEEL YOU POSSESS THAT WOULD BE OF INTEREST TO AN EMPLOYER?**

**REFERENCES: If you have already left school, please give names and contact details of a suitable referee**

**EQUALITY & DIVERSITY**

SETA is committed to an Equality & Diversity Policy in providing all its services. To help us monitor this, please complete the following:

**Gender Are you? Disabilities Do you consider yourself to be disabled?**

Male  Female  Yes  No

**Age Please select age group? 15 - 24 25 - 40 41 - 55 56 - 65 65+**

**Ethnic Origin**

**White British**  **White Irish**  **White Other**  **Black African**  **Black Caribbean**

**Black Other**  **Indian**  **Paki-stani**  **Bangla-deshi**  **Chinese**

**Other**

If you need alternative language versions or formats please call telephone no 0161-480-9822

*When completed, please take this to your school, with a stamped addressed envelope, addressed to SETA, for your Headteacher to complete their reference.*