

Apprenticeship Application Form

Customer Service Apprentice – Level 3

Wilmot-Budgen Limited | 52 Ullswater Crescent | Coulsdon | Surrey | CR5 2HR

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Please complete all sections in full. You are also welcome to submit a CV alongside this form. Return your completed application to applications@wilmot-budgen.co.uk

Section 1 – Personal Details

First name

Last name

Date of birth

Address

Postcode

Phone number

Email address

Do you have the right to work in the UK? Yes / No

Do you require any adjustments for interview? Yes / No

If yes, please give details

Section 2 – Education

Please list your most recent school, college or other educational institution first.

Institution Dates attended (from / to) Qualifications achieved / pending Grade

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Do you hold a GCSE (or equivalent) in English at Grade 4 / C or above? **Yes / No / Pending**

Do you hold a GCSE (or equivalent) in Maths at Grade 4 / C or above?
Yes / No / Pending

Section 3 – Work Experience

Include any paid work, voluntary work, work experience placements or Saturday jobs.

Employer / Organisation Role Dates (from / to) Key responsibilities

Section 4 – Skills and Interests

4a. Why do you want to work in customer service? *(Please write approximately 100–150 words)*

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4b. Why does the print and display industry interest you? *(Please write approximately 100–150 words)*

4c. Tell us about a time you helped someone — a customer, a classmate, a family member — and what you did to make a difference. *(Please write approximately 100–150 words)*

4d. What are your main hobbies and interests outside of school or work?

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Section 5 – References

Please provide two references. One should ideally be from a teacher, tutor or employer. References will only be contacted if you are offered the role.

Reference 1

Name

Job title / relationship to you

Organisation

Email

Phone

Reference 2

Name

Job title / relationship to you

Organisation

Email

Phone

Section 6 – Equal Opportunities Monitoring

This information is used for monitoring purposes only and will not form part of the selection process. It will be kept separately from your application and treated in strict confidence.

Gender

- Male
- Female
- Non-binary
- Prefer to self-describe: _____
- Prefer not to say

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Ethnicity

- White – British
- White – Irish
- White – Other
- Mixed – White and Black Caribbean
- Mixed – White and Black African
- Mixed – White and Asian
- Mixed – Other
- Asian or Asian British – Indian
- Asian or Asian British – Pakistani
- Asian or Asian British – Bangladeshi
- Asian or Asian British – Other
- Black or Black British – Caribbean
- Black or Black British – African
- Black or Black British – Other
- Chinese
- Other ethnic group
- Prefer not to say

Disability

Do you consider yourself to have a disability or long-term health condition?

- Yes
- No
- Prefer not to say

If yes, would you like us to make any reasonable adjustments to support you through the recruitment process?

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Section 7 – Declaration

I confirm that the information provided on this form is accurate and complete to the best of my knowledge. I understand that providing false or misleading information may result in my application being withdrawn or, if appointed, in dismissal.

I consent to Wilmot-Budgen Limited storing and processing my personal data for the purposes of this recruitment process, in accordance with UK GDPR.

Signature: _____

Date: _____

Thank you for your application. We aim to acknowledge all applications within 5 working days. If you have not heard from us within 3 weeks of the closing date, please assume your application has not been successful on this occasion.

Wilmot-Budgen Limited is an equal opportunities employer. Company Reg. No. 1050875