

PERSONAL DETAILS							
Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	Other	<input type="checkbox"/>	Title:	Date of birth:
Surname:				ULN number:			
Forename(s):				National Insurance number:			
Address:				Telephone:			
Postcode:				Mobile:			
Email (personal):							
Email (work):							
Emergency contact name:							
Emergency contact telephone number:							
Parent or guardian details are needed if you are under 18:				Parent/Guardian Name:			
Ethnicity				Parent/Guardian Telephone:			
White <input type="checkbox"/> English / Welsh / Scottish / Northern Irish / British <input type="checkbox"/> Irish <input type="checkbox"/> Gypsy or Irish Traveller <input type="checkbox"/> Any Other White background		Mixed / Multiple ethnic group <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Any Other Mixed / multiple ethnic background		Asian / Asian British <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Chinese <input type="checkbox"/> Any other Asian background		Black / African / Caribbean / Black British <input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black / African / Caribbean background Other ethnic group <input type="checkbox"/> Arab <input type="checkbox"/> Any other ethnic group	

WHAT APPRENTICESHIP ARE YOU APPLYING FOR?
Framework / Standard:

MOST RECENT SCHOOL/COLLEGE OR OTHER EDUCATION				
Applicants need to list all their previous qualifications and training. They may be asked to provide original certificates for verification. The purpose of this process is to Recognise their Prior Learning (RPL). RPL relates to the use of knowledge, understanding and skills that the applicant has already demonstrated through either a previous qualification / training or job role. RPL allows the use of this prior learning or experience to be counted towards the achievement of units within a qualification. The aim is to stop learners duplicating learning or accreditation that they have already achieved. It is very important that <ul style="list-style-type: none"> ◆ you give details of your English and maths. ◆ you include the highest qualification you have achieved is and the level. ◆ you include any qualifications/training done relating to the programme you are applying for 				
GCSEs at grade D – G or grade 3-1= Level 1 Certificates of Higher Education = Level 4		GCSEs at grade A* - C or grade 9-4 = Level 2 Foundation Degree= Level 5		AS and A Level = Level 3 Bachelor Degree= Level 6 Master’s Degree= Level 7
Details of qualifications/exams taken or pending	Level and type of qualification e.g. GCE/GCSE/OCN/NVQ	Results	Date achieved (if applicable)	School/College/Provider

EMPLOYMENT HISTORY

Please tick as appropriate. Are you currently **employed?** **unemployed** looking for an apprenticeship?

Please enter previous and present employment in date order (you may include details of voluntary work).

If you are applying for an Apprenticeship and your current employer is supporting you please tick here:

Employer's name and address	Nature of work	From (date)	To (date)

ADDITIONAL SUPPORT QUESTIONNAIRE

1. Do you have any health or medical conditions? (Consider allergies too)	Yes	No
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If you answered 'Yes' to question 1 please give details:

2. Do you have a disability?	Yes	No
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If you answered 'Yes' to question 2 please give details.

3. Do you have a learning difference? (e.g. Dyslexia, Dyspraxia etc.)	Yes	No
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If you answered 'Yes' to question 3 please give details and if already certified please provide evidence.

4. Do you have any wellbeing issues? (e.g. depression, anxiety, eating problems, obsessive compulsive disorder, phobias or personality disorders)	Yes	No
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If you answered 'Yes' to question 4 please give details:

5. If you have more than one condition/disability/ learning difficulty or issue, which one would you consider to be your primary one?

6. Is there any support you think you would require during your training?	Yes	No
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If you answered 'Yes' to question 6 please give details:

ELIGIBILITY CHECK FOR APPRENTICESHIPS

To access government funded training, a learner must firstly meet a set eligibility criteria and then complete the relevant documents which training providers will process on their behalf.
If, a person does not meet the criteria for government funding, training could still be provided however, it will need to be funded by the employer or the individual.

Eligibility for Apprenticeship Funding	YES	NO
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1. Are you British? (If you have ticked "yes" go to question 6)	Yes	No
2. If you are not British, are you a citizen of a country within the European Economic Area (EEA) or other countries determined within the European Economic Area?	Yes	No
3. What is your country of birth? *Applicants NOT born in the UK/EU will need to prove their legal right to reside and work in the UK		
4. What is your nationality?		
5. Do you have the legal right to work in England? *Please note that having the right to live or work in England does not make you eligible automatically for state funding for education and training.	Yes	No
6. Have you been ordinarily resident in the in the UK or the EEA for at least the previous three years?	Yes	No
7. If you are a non-EEA citizen you have to have permission from the UK government to live in the UK (not for educational purposes). If you are in the UK on a visa please state what type of visa and the expiry date (working visa , spouses visa, UK ancestry visa, UK visa sponsorship for employers etc.).	VISA TYPE: EXP. DATE:	
8. Have you got a contract of employment with your employer and are you aware of your job role?	Yes	No
9. Are you currently undertaking any other form of funded qualifications or training? If yes, please give details.	Yes	No
10. Have you got an Education Health and Care plan provided by your local authority or have you been in the care of your local authority? If yes, please give details	Yes	No
11. If you have answered yes to question 10 we need your permission to share this with your employer. This will not affect your programme or employment but will have an impact on the funding we can get to support your programme. To agree to give us permission to share please tick and sign.	<input type="checkbox"/> Yes I agree.	

How we use your personal information:

Please note that the information you give in this application form will be used as the basis to check if you are eligible for the apprenticeship you are applying for. If successful then your details will be held on our learner record system and will be used for the purposes of administration, guidance, monitoring and feedback to assist you with your apprenticeship. As part of our administration process we will send you information and communications relating to your application and admissions (by email, text, post or phone). If you have a preferred method of communication please enter it here

The Data you supply may also be used to check your prior learning and/or obtain a unique learner number from the Learner Record Service. We will have to make some of your information available to external agencies e.g. Ofsted, auditors, examination and certification agencies; end-point assessment organisation and the Apprenticeship Service.

When you start your programme your data will be passed to the Education and Skills Funding Agency. See their privacy note below.

ESFA Privacy notice

This privacy notice is issued by the Education and Skills Funding Agency (ESFA), on behalf of the Secretary of State for the Department of Education (DfE). It is to inform learners how their personal information will be used by the DfE, the ESFA (an executive agency of the DfE) and any successor bodies to these organisations. For the purposes of relevant data protection legislation, the DfE is the data controller for personal data processed by the ESFA.

Your personal information is used by the DfE to exercise its functions and to meet its statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009 and to create and maintain a unique learner number (ULN) and a personal learning record (PLR). Your information will be securely destroyed after it is no longer required for these purposes.

Your information may be shared with third parties for education, training, employment and well-being related purposes, including for research. This will only take place where the law allows it and the sharing is in compliance with data protection legislation.

The English European Social Fund (ESF) Managing Authority (or agents acting on its behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training.

You can agree to be contacted for other purposes by ticking any of the following boxes:

- About courses or learning opportunities. For surveys and research.
- By post. By phone. By e-mail.

Further information about use of and access to your personal data, details of organisations with whom we regularly share data, information about how long we retain your data, and how to change your consent to being contacted, please visit <https://www.gov.uk/government/publications/esfa-privacy-notice>

The applicant: I confirm that to the best of my knowledge the information given on this form is correct.

Signature: Date:

PLEASE SEND THIS APPLICATION TO: ...

For office use only	Programme			
Start date		Plan end date		
ULN number		PICS number		
Prior learning checked		PLR report in file		
English and maths tick if needed	<input type="checkbox"/> English L1	<input type="checkbox"/> English L2	<input type="checkbox"/> Maths L1	<input type="checkbox"/> Maths L2