

NEW CANDIDATE APPRENTICESHIP APPLICATION

Please click the file on the top left to download this form, complete and return it by email to: vacancies@esfapprenticeships.co.uk

For applicants who are not currently employed by the organisation who will be supporting the apprenticeship training. This form is required to enable us to signpost you for an interview.

Section 1 Apprenticeship applied for:

Provide the name of the apprenticeship position you are interested in.	
Name of the school	
Area or Borough applied for:	

Section 2: Applicants' Details

Title:	Mr/Mrs/Miss/Ms/Other (please bold/highlight)		
LEGAL First Name:			
LEGAL Surname:			
Previous Maiden Names:			
Middle Name(s):			
Full Address & Postcode:			
Mobile Telephone No:			
Personal Email address:			
National Insurance Number:			
Gender at birth:			
Date of birth:		Age:	
Do you hold a current Driving Licence?	Full Provisional None	Do you have access to a car?	YES/NO

In line with keeping children safe in education September 2023, you may be subject to an online search by your prospective employer prior to an interview or a job offer.

GDPR NEW LAWS: Sporting Futures Training UK Ltd trading as Educational and Sporting Futures will collect and store your Application Form, CV and contact details. We process this data for recruitment purposes only. We will receive your information via email /post when looking to fill an Apprenticeship position within one of our partner schools. We will store this data in our Applicant Tracking System, which is fully compliant with EU data protection laws and by applying via our application process you are giving consent for us to share your information with potential Employers. We would like to keep this data until a position is offered to you or every attempt has been made to find you a position. We cannot guarantee that a position will be available, but upon application, you will enter our Applicant Recruitment System. We cannot estimate the exact time within which we hope to find an employment opportunity, but we will remain in contact with you over an appropriate timeline to give opportunities for employment. If you have been unsuccessful in securing a position on the apprenticeship program, then we will either delete your data or inform you that we will keep it on our database for future roles. Our privacy policy can be found on our website. In this policy, you will find information about our compliance with GDPR (data protection law.) You can find how to send us a request to let you access your data that we have collected, request us to delete your data, correct any inaccuracies or restrict our processing of your data. You have the right to lodge a complaint about the way we handle your data with ICO, or you can contact our Data Controller Jilleaton1@sportingfutures.com for more information or concerns.

Section 2: Evidence of Eligibility

To be eligible for an Apprenticeship you must have the right to work and study in England and be one of the following (please add an 'X' in the box which applies to you):

	A UK national who has been ordinarily resident in the EEA/UK for at least 3 years prior to the start of the apprenticeship
	Have the Right of Abode in the UK and have been ordinarily resident in the UK for at least 3 years prior to the start of the apprenticeship
	An EEA National who has obtained pre-settled or settled status under the EU settlement scheme and has been ordinarily resident in the EEA/UK for at least 3 years prior to the start of the apprenticeship
	A non-UK national with permission from the UK government to live in the UK, (not for educational purposes) and have been ordinarily resident in the UK for at least 3 years prior to the start of the apprenticeship

Country of Birth:	
Do you have any restrictions on your residency in the UK? If so, please detail:	YES/NO Details:
I have the right to work in England with no restrictions:	YES/NO

If you do not meet the residency requirements above please discuss your situation with Educational and Sporting Futures to identify if you are eligible for the programme.

Are you currently enrolled in any other training course?	YES/NO	If yes, please provide full details of the course:	
Have you officially left school?	YES/NO	Planned end date of any current training:	

Please mark with an 'X' to confirm below as appropriate

I am not currently enrolled in another apprenticeship	
I am not currently undertaking training funded through AEB that takes place within working hours and/or replicates any of the training or offers career-related training that conflicts with the aims covered by the apprenticeship	
In receipt of any other DfE funding	
On a sandwich placement as part of a degree	

Section 3: Education History

Please inform us of **relevant qualifications** including your highest level of Numeracy and Literacy. If you do not have English and maths qualifications at level 2 or above, you may be required to undertake additional Functional Skills study to achieve the required standard.

Name of Secondary School/College:	
Qualification	Grade
English	
Maths	

Please note:

You will be required to provide copies of your English and maths GCSE (or equivalent) Certificates. These grades are checked on the Learner Record System (LRS) and we may ask you to provide evidence of your grades prior to confirming the level of apprenticeship.

Section 4: Employment History

Are you currently employed?		YES/NO	
Place of current employment:			
What is your job role			
Current employment start date:		Contracted weekly hours:	
Is your contract: <i>(please strikethrough or delete)</i> Permanent YES/NO Temporary YES/NO		What is your notice period?	

Please inform us of all previous employment, including a brief description of the job role and dates of employment

Name and Address of Employer Company	Job Role/Title	Dates from - to Employment

References:

Please provide names and addresses of two people or organisations we may contact to obtain experience and character references.

Reference: 1

Contact name:	
Company/Organisation:	
Email Address:	

Reference: 2

Contact name:	
Company/Organisation	
Email Address:	

Section 5: Confidential Information

Please add an 'X' to the following that best describes you.

Sex:		Male				Female				Prefer not to say			
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Ethnicity:											
White			Mixed / multiple ethnic Group			Asian / Asian British			Black / African / Caribbean / Black British		
31	English / Welsh / Scottish / Northern Irish / British		35	White and Black Caribbean		39	Indian		43	Any other Asian background	
32	Irish		36	White and Black African		40	Pakistani		44	African	

33	Gypsy or Irish Traveller		37	White and Asian		41	Bangladeshi		45	Caribbean	
34	Any other White background		38	Any other Mixed / multiple ethnic background		42	Chinese		46	Any other Black / African / Caribbean background	
Other ethnic group											
47	Arab										
98	Any other ethnic group										

To ensure we provide the appropriate support throughout the recruitment process, please add an 'X' to any disability, learning difficulty and/or health issue											
4	Vision Impairment		9	Mental Health Difficulty		14	Autism spectrum disorder		94	Other specific learning difficulty (e.g. Dyspraxia)	
5	Hearing Impairment		10	Moderate learning difficulties		15	Asperger's Syndrome		95	Other medical conditions (for example epilepsy, asthma, diabetes)	
6	Disability Affecting Mobility		11	Severe learning difficulties		16	Temporary disability after illness (for example post viral) or accident		96	Other learning difficulty	
7	Profound complex disabilities		12	Dyslexia		17	Speech, Language and Communication Needs		97	Other disability	
8	Social and emotional difficulties		13	Dyscalculia		93	Other physical disability		98	Prefer not to say	
* If you have more than one disability, learning difficulty, and/or health problem add an 'X' to all applicable, and then please mark your most significant or primary learning difficulty, disability, or health problem, that impacts your education with a 1									99	Not provided	

To ensure we provide appropriate support if you feel you have any learning difficulty or disability that may affect your apprenticeship, please provide details below:

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Do you consent to the details above being shared with your employer?	YES/NO
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A bursary is available for certain apprentices who meet the criteria of an eligible care leaver. If you confirm the below you will be contacted to discuss the eligibility criteria for the bursary.

I confirm that I am:	
A care leaver - a young person aged 16-25 years old who has been looked after by a UK local authority or health and social care trust at some point since they were 14 years old and were in care on or after their 16th birthday.	

How we use your personal information

The personal information you provide is passed to the Chief Executive of the Education Skills Funding Agency and when needed the Department for Education to meet the legal duties under the Apprenticeships, Skills, Children and Learning Act 2009, and for the Agency's Learning Records Service (LRS) to create and maintain a unique learner number (ULN). The information you provide may be shared with other partner organizations for purposes relating to education or training.

Please add an 'X' to any of the following boxes if you do not wish to be contacted by the Education Skills Funding Agency

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

Please can you outline any experience you have had working with young people?

Think about how the apprenticeship will support your future aspirations, and why you think it is the right apprenticeship for you. For example, which specific skills and knowledge would you like to learn or improve on?

Section 6: Declaration

Criminal Record:

The provisions relating to the non-disclosure of criminal convictions do not apply to the position you are applying for. You must therefore disclose any criminal convictions even if under the Rehabilitation of Offenders Act 1974 they would otherwise be regarded as spent.

Have you been convicted of a criminal offence at any time?
(please strikethrough as appropriate)

YES/NO

If **yes**, please give details of the conviction(s) and the date(s)

How did you hear about the apprenticeship vacancy? (Please add an 'X')

Social Media	
Instagram	
Twitter	
Facebook	
School	
Referral	
Word of mouth	

Careers Event/Job Fair (please add the name of event)	
Government Website (Find an apprenticeship adverts)	
Indeed Advert	
Teach in Herts Advert	

Data Protection Notification

I hereby grant Educational and Sporting Futures the right to use my name and any photograph(s) resulting from my course for all general purposes in relating to Sporting Futures Training work including, without limitation, the right to use them in any publicity materials, newsletters, books, newspapers, magazine articles, and press releases, including electronic versions whenever Sporting Futures Training chooses to do so.

Please add a 'X' to this box if you DO NOT give permission for Educational and Sporting Futures to use your image.

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Learner

By signing this form I agree that to the best of my knowledge, the information in this form is a true and accurate account

Signature

:

Date

:

Print name:

(Please type if you do not have an electronic signature)