

It is the company's policy to treat all applicants fairly and equitably regardless of gender, racial or cultural grounds, disability, age, marital status, religious beliefs, sexual orientation, trade union activity or any other category where discrimination cannot be reasonably justified. The information you have given will be treated in the strictest confidence and may be passed to other agencies involved in your training who will treat your information in the same confidential manner. However, there may be things you tell us that the law requires us to pass on, but if this happens you will be informed. This form is available in other formats including computerised records.

**SECTION 1 : PERSONAL DETAILS**

Title :	Surname :	Forenames :			
Address :	Phone :		Mobile Phone. :		
	Date of birth :		N.I. number :		
	Gender :		Ethnicity :		
	Do you have any Learning difficulty and/or disability YES / NO				
Postcode :	If yes, please provide details				
Email :					
Hobbies :					
Next of Kin / Emergency Contact No. :					
Name :		Relationship :		Telephone :	

**SECTION 2 : WHAT LEARNING PROGRAMME ARE YOU INTERESTED**

Business Administration	Tick	Management & Team Leading	Tick	Housekeeping	Tick
Customer Service	Tick	Information and Communication Technology	Tick	Cleaning and Support Services	Tick
Sales	Tick	Bar Service	Tick	Professional Cookery	Tick
Distribution & Warehousing	Tick	Restaurant Service	Tick	Hotel Reception	Tick
<b>Proposed Apprenticeship Level</b>		Level 2		Level 3	
		Level 4			

**SECTION 3 : FUNDING ELIGIBILITY**

	Yes	No	
Are you a citizen of an eligible European Country? *			Country:
If not have you been a UK resident for 3 years?			Proof:
Do you have a Degree or HND?			University / College :
Are you in full time education (16 hours or more a week)?			School / College:
Are you undertaking an Apprenticeship Programme or attending other funded courses?			Provider :

*\* Eligible European countries are defined as all members of the European Union (EU) and Iceland, Liechtenstein, Switzerland and Norway and each of their overseas territories*

**SECTION 4 : EMPLOYMENT DETAILS**

Current Employer :	Employed from :
Manager's Name :	Your Job Title :
Address :	Your Main Responsibilities :
	Telephone no. :
	E-mail :
Postcode :	

Other employment history :			
Employer	Job Role	From :	To :

**SECTION 5 : CURRENT LEVEL & ABILITY**

Previous Qualifications gained and level:	Year Passed	Grade

Other relevant training, experience and skills

**SECTION 6 : SIGNATURE**

I confirm that the information I have provided in this application is correct.

Learner Signature :	Date :
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