

# Apprenticeship Enquiry Form

Please complete all sections in BLOCK CAPITALS, using blue or black ink.



Surname:	<input type="text"/>	Home Address:	<input type="text"/>
First Name(s):	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/>		<input type="text"/>	<input type="text"/>
Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>		Postcode:	<input type="text"/>
Date of Birth: (day/month/year) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		Home Tel:	<input type="text"/>
N.I. Number:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Mobile:	<input type="text"/>
		Email:	<input type="text"/>

Nationality:

Have you ever lived outside the European Union? Yes  No

Date of entry into the UK: (if applicable)

**Please state if you have a disability you think the College should be aware of:**

**Are you eligible for an Apprenticeship at South Downs College?**

I live full time in the UK  I am aged 16-18  19-24  25 or over

I do not have a level 4 or above qualification (HNC, Foundation Degree, Degree)

I am currently employed  I am currently seeking employment

**If you are employed, please give details of your employer**

Company Name:	<input type="text"/>	Industry of business (e.g. construction, hairdressing etc.):	<input type="text"/>
Address:	<input type="text"/>	Manager's Name:	<input type="text"/>
<input type="text"/>		Email:	<input type="text"/>
<input type="text"/>		Tel: (Inc code)	<input type="text"/>
Postcode:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		

**Please tick the Apprenticeship programme you are interested in:**

Accountancy <input type="checkbox"/>	Business Administration <input type="checkbox"/>	Catering and Hospitality <input type="checkbox"/>
Children and Young People's Workforce <input type="checkbox"/>	Customer Service <input type="checkbox"/>	Health and Social Care <input type="checkbox"/>
Spectator Safety <input type="checkbox"/>	Sport and Fitness <input type="checkbox"/>	Other <input type="checkbox"/>

**Please turn over to complete the form.**

**How did you hear about Apprenticeships at South Downs College?**

College	<input type="checkbox"/>	Website	<input type="checkbox"/>	Open Day	<input type="checkbox"/>	Prospectus	<input type="checkbox"/>
School	<input type="checkbox"/>	Connexions	<input type="checkbox"/>	Press Advertising	<input type="checkbox"/>	Radio Advertising	<input type="checkbox"/>
Careers Event	<input type="checkbox"/>	Employer	<input type="checkbox"/>	Other Advertising	<input type="checkbox"/>	Other	<input type="text"/>

**Data Protection Act 1998**

Information you provide on this form will be passed to the Skills Funding Agency (SFA) to enable the SFA to fulfil its statutory obligations, principally under the Apprenticeships, Skills, Children and Learning Act 2009. The SFA is registered as data controller with the UK Commissioner's Office. The SFA funds adult further education and skills training, including apprenticeships in England.

The information you provide may be shared with other organisations for purposes of administration, the provision of career and other guidance and statistical and research purposes, relating to education or training. Other organisations include the Department for Education, the Department for Business, Innovation and Skills, Local Authorities, Connexions, Higher Education Statistics Agency, Higher Education Funding Council for England, educational institutions and organisations performing research and statistical work on behalf of the SFA, the Young People's Learning Agency (YPLA), or partners of those organisations. The SFA also administers the Learner Registration Service (LRS) which uses your learner information to create and maintain a Unique Learner Number (ULN). Further information about use of and access to your information is available at Skills Funding Agency: <http://skillsfundingagency.bis.gov.uk/foi.htm> and YPLA: <http://www.ypla.gov.uk/foi.htm>. At no time will your personal information be passed to organisations for marketing or sales purposes. The YPLA, the SFA and their partners may wish to contact you from time to time in respect of surveys and research to monitor performance, improve quality and plan future provision or to inform you about courses or learning opportunities relevant to you.

Your enquiry will be acknowledged within five working days.  
Please note, application does not guarantee a place on any course at South Downs College.

**Please return the completed form to:**  
Business Training Unit  
South Downs College, College Road, Waterlooville, Hampshire PO7 8AA.

**Tel: 023 9279 4661**

Please note, although we support learners in their job search, we cannot guarantee employment.

**By signing this document, I confirm that all the details are correct to the best of my knowledge.**

Signature of parent or guardian (if applicant aged under 18)

Signature of applicant

Date of application



*South Downs College*  
College Road, Waterlooville, Hampshire, PO7 8AA  
**Telephone:** 023 9279 7979 **Minicom:** 023 9278 2214 **Facsimile:** 023 9279 7940  
**Web:** [www.southdowns.ac.uk](http://www.southdowns.ac.uk) **Email:** [college@southdowns.ac.uk](mailto:college@southdowns.ac.uk)



INVESTOR IN PEOPLE

