

**APPLICATION FORM for TRAINEESHIP PROGRAMME 2021**

How we will use this information. This form is an application to join a training programme funded by the Education and Skills Funding Agency, an agency of the UK Government's Department for Education. The information we request is used to inform your suitability for the programme and to comply with the legislative requirements of the Agency.

Section A Personal Details

Mr		Mrs		Miss		Ms		Other title
Surname								
Forename								
Known as								
Address								
Town								
County								
Postcode								
Mobile phone no				Home phone no				
Email								
NI number								
ULN (Unique Learner Number), if known								
Date of birth								
Next of Kin (NoK) Name:								
NoK Relationship								
NoK Contact Number								

Section B Employment/ Work Experience (paid or voluntary)

This section informs your suitability for a programme

I am unemployed and looking for work and available to start immediately	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
---	-----	--------------------------	----	--------------------------

Are you in receipt of any out of work benefits?

Job Seeker's Allowance JSA	<input type="checkbox"/>	Employment & Support Allowance (ESA)	<input type="checkbox"/>
Universal Credit	<input type="checkbox"/>	National Insurance credits	<input type="checkbox"/>
Other benefits, please state			

Are you self-employed?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
------------------------	-----	--------------------------	----	--------------------------



Name of previous employer	
Address	
Town	
County	
Postcode	
Telephone Number	
Position	
Number of contract hours, or zero hours?	

Start date	
Leaving date	

Please give a brief description of your main duties and responsibilities:

Reason for leaving	
--------------------	--

Section C Work/Career and Future Plans

Please write here a brief summary of your work/ career aspirations. What sector would you ideally like to work in? Where do you see yourself in 3 years' time? How will this Traineeship help you?

Section D Qualifications and Training
This section will help with the learning aims that we will delivery on this programme

Type of Qualification	Subject	Grade	Year
GCSE	English Language		
GCSE	English Literature		
GCSE	Maths		

Please give details of any other relevant qualifications/ training courses: (A levels, GNVQ, NVQ, HND, Degree)



Section E General Information

As part of Government funding requirements, we will require a form of ID, either birth certificate **OR** passport details

Birth Certificate number			
Passport number	Country of Issue	Expiry Date	

Do you require a work permit to work in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
---	------------------------------	-----------------------------

We will require proof of this right before an offer of the Traineeship can be confirmed - eg: birth certificate or passport and/or any other appropriate documentation required to confirm your right to work in the UK as required by the Asylum and Immigration Act 1996.

Have you ever been convicted of a criminal offence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
---	------------------------------	-----------------------------

If yes, please list convictions that are not spent in a separate email

Do you have a learning difficulty, disability or health condition?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
--	------------------------------	-----------------------------

If yes, please state reason

Is there anything we can do to support your work experience placement?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
--	------------------------------	-----------------------------

If yes, please state what support is required

How did you learn about this vacancy?

Find A Traineeship <input type="checkbox"/>	Jobcentre Plus <input type="checkbox"/>	National Careers Service <input type="checkbox"/>
NTA website <input type="checkbox"/>	Social Media, please specify <input type="checkbox"/>	Other, please specify <input type="checkbox"/>

Section F Declaration

To the best of my knowledge, all information contained in this form is accurate and complete. I understand that any attempt to falsify information or deliberately omit information may lead to my removal from the Traineeship programme.

Certain information provided by you in this application form will be regarded as personal sensitive information within the meaning of the Data Protection Act 1988. I understand that by completing this form I give my consent to the above information being held and processed by Northern Training Academy.

Signed	Date
Completed application forms should be emailed to recruitment@northerntrainingacademy.com	