



Apprenticeship Application Form

The information collected in this form is to enable the University to determine an applicant's eligibility for apprenticeship funding, as set out in the Education and Skills Funding Agency's Apprenticeship Funding Rules, and to plan the apprenticeship with the applicant and their employer. Please complete all sections of the form as fully as possible and return with the documentation requested in the checklist. Incomplete forms will lead to delays in processing the application. Please see link below for information on how the University uses the information that you provide [Student Privacy Notice](#)

Please use the guidance notes at the end of the form to assist completion

Please send completed form to katie.lewis@unilever.com

Where you see *** please contact us before continuing with the form

Name of Apprenticeship Applied for			
Section 1: Personal Details			
Family Name/Surname			
Given Name(s)			
Previous Family Name(s) if applicable			
Date of Birth (DD/MM/YY)			
Sex (legal definition)	Male	<input type="checkbox"/>	Female <input type="checkbox"/>
Gender	<i>if you wish to be identified differently, please provide details here</i>		
National Insurance Number	<i>Please do not use spaces</i>		
Address	Line 1	Line 2	
	Town	County	
Postcode			
Telephone No	<i>Please do not use spaces</i>		
Email address			
Please state your Nationality			

Please state your country of birth						
Apprenticeship Employer (Business Name)						
Name of line manager (if known)						
Address of employer	Line 1		Line 2			
	Town		County			
Postcode						
Section 2: Employment and your Qualifications and Experience						
What is your job title?						
Are you already working for this employer?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>		
If <u>YES</u> to the above	What date did you commence working for this employer?					
	Date: DD/MM/YY _____					
Is your contract permanent or fixed term?	Permanent	<input type="checkbox"/>	Fixed Term	<input type="checkbox"/>		
If fixed term, please state date your contract is due to end	Date contract is due to end					
	Date: DD/MM/YY _____					
What are your contracted weekly hours?						
Will 50% of your working hours be in England	YES	<input type="checkbox"/>	NO ***	<input type="checkbox"/>	Not Sure*** <input type="checkbox"/>	
What is your annual leave entitlement including Bank Holidays and any other additional days	Number of days					
Do you have Level 2 English? (please refer to guidance notes)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>		
Do you have Level 2 Maths? (please refer to guidance notes)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>		
Please indicate the highest level of qualification that you have (please see guidance notes for level descriptors)	1	Entry Level	<input type="checkbox"/>	9	Level 6	<input type="checkbox"/>
	2	Level 1	<input type="checkbox"/>	10	Level 7 and above	<input type="checkbox"/>
	3	Level 2	<input type="checkbox"/>	97	Other qualification, level not known	<input type="checkbox"/>
	4	Full Level 2	<input type="checkbox"/>	98	Not known	<input type="checkbox"/>
	5	Level 3	<input type="checkbox"/>	99	No qualifications	<input type="checkbox"/>

	6	Full Level 3	<input type="checkbox"/>		
	7	Level 4	<input type="checkbox"/>		
	8	Level 5	<input type="checkbox"/>		
Have you included a CV with this application form?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	
<p>If NO to above question Please <u>List all your qualifications with the highest level first, including any industry/occupationally specific short courses you have already done</u> Include professional bodies you are a member of where applicable</p>	Qualifications/courses			Date	
	Have you ever been on an apprenticeship before?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If YES , please provide the following information	Apprenticeship Title				
	Training Provider				
	Employer				
Are you currently on another apprenticeship?	YES *** (Please see note at the top of the page)	<input type="checkbox"/>	NO	<input type="checkbox"/>	
If YES , please provide information	Apprenticeship Title				
	Training Provider				
	Employer				
Are you on any other HE or FE course?	Please provide details below *** (please see note at the top of the page)				

<p>Please tell us if you consider yourself to have a learning difficulty or disability</p> <p>Please tick all that apply</p> <p>Please see guidance notes</p>	4	Vision Impairment	<input type="checkbox"/>	
	5	Hearing Impairment	<input type="checkbox"/>	
	6	Disability Affecting Mobility	<input type="checkbox"/>	
	7	Profound complex difficulties	<input type="checkbox"/>	
	8	Social and emotional difficulties	<input type="checkbox"/>	
	9	Mental Health difficulty	<input type="checkbox"/>	
	10	Moderate learning difficulty	<input type="checkbox"/>	
	11	Severe learning difficulty	<input type="checkbox"/>	
	12	Dyslexia	<input type="checkbox"/>	
	13	Dyscalculia	<input type="checkbox"/>	
	14	Autism Spectrum Disorder	<input type="checkbox"/>	
	15	Asperger's Syndrome	<input type="checkbox"/>	
	16	Temporary disability after illness (eg post viral or accident)	<input type="checkbox"/>	
	17	Speech, Language and Communication Needs	<input type="checkbox"/>	
	93	Other physical disability	<input type="checkbox"/>	
	94	Other specific learning difficulty eg dyspraxia	<input type="checkbox"/>	
	95	Other medical condition (eg epilepsy, asthma, diabetes)	<input type="checkbox"/>	
	96	Other learning difficulty	<input type="checkbox"/>	
	97	Other disability	<input type="checkbox"/>	
98	Prefer not to say	<input type="checkbox"/>		
<p>Which of the above do you consider will have the most impact on your ability to achieve the apprenticeship?</p>	<p>If you wish to share any further information about support that you have had in the past or <i>you</i> feel you may need in the future, please indicate here</p>			
<p>Do you give permission for the above information to be shared with your employer?</p>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
<p>Do you have an Education and Health Care Plan?</p>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
<p>Have you ever been in the Care of a local authority?</p>	YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>

Section 3: Other information

Please tick **one** of the boxes below – this information is used for monitoring purposes by the University and the Education and Skills Funding Agency to understand who participates in our apprenticeship

Ethnicity	White		
	31	English / Welsh / Scottish / Northern Irish / British	<input type="checkbox"/>
	32	Irish	<input type="checkbox"/>
	33	Gypsy or Irish Traveller	<input type="checkbox"/>
	34	Any Other White background	<input type="checkbox"/>
	Mixed / Multiple ethnic group		
	35	White and Black Caribbean	<input type="checkbox"/>
	36	White and Black African	<input type="checkbox"/>
	37	White and Asian	<input type="checkbox"/>
	38	Any Other Mixed / multiple ethnic background	<input type="checkbox"/>
	Asian/Asian British		
	39	Indian	<input type="checkbox"/>
	40	Pakistani	<input type="checkbox"/>
	41	Bangladeshi	<input type="checkbox"/>
	42	Chinese	<input type="checkbox"/>
	43	Any other Asian background	<input type="checkbox"/>
	Black / African / Caribbean / Black British		
	44	African	<input type="checkbox"/>
	45	Caribbean	<input type="checkbox"/>
	46	Any other Black / African / Caribbean background	<input type="checkbox"/>
Other ethnic group			
47	Arab	<input type="checkbox"/>	
98	Any other ethnic group	<input type="checkbox"/>	

Section 4: Residency Status

Please Select **ONE** of the sections below which applies to you now or *will apply* by the time the apprenticeship is due to start

I am a UK National	I have been/ <i>will have been</i> ordinarily resident in the UK for 3 years	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
I am an Irish National	I have been/ <i>will have been</i> ordinarily resident in the UK, Ireland, or the EEA for 3 years	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
I am an EEA National	I have been/ <i>will have been</i> ordinarily resident in the EEA, Gibraltar, or the UK for 3 years	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
	I have obtained pre-settled or settled status under the EU settlement Scheme	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
My Passcode is					

I am a Non-UK National	I have been/ <i>will have been</i> ordinarily resident in the UK for 3 years	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
	I have attached my passport/visa/evidence of work permit etc	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
I have the Right of abode in the UK	I have been/ <i>will have been</i> ordinarily resident in the UK for 3 years	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
None of the above statuses applies to me	You may be eligible for apprenticeship funding if you are an asylum seeker or have refugee status – please indicate and we will contact you	YES	<input type="checkbox"/>		
Section 5: Emergency Contact Information					
Please provide names of two emergency contacts					
Contact 1 Name		Relationship to you <i>(eg parent, spouse)</i>			
Tel No:					
Contact 2 Name		Relationship to you <i>(eg parent, spouse)</i>			
Tel No:					
Section 6: Education and Skills Funding Agency (ESFA)					
The ESFA is responsible for apprenticeship funding and below is their privacy notice which explains how they use the information that you have provided on this form. https://www.gov.uk/government/publications/esfa-privacy-notice/esfa-privacy-notice					
Please indicate in the boxes below if you wish to be contacted by them:					
About courses or learning opportunities	<input type="checkbox"/>	For surveys and research	<input type="checkbox"/>		
I would like to be contacted by – check all boxes that apply					
By post	<input type="checkbox"/>	By phone	<input type="checkbox"/>	By email	<input type="checkbox"/>
The University is required by the ESFA to access your data on the Learner Records Service to check prior learning and look up or generate your Unique Learner Number (ULN) Please see the link below to their privacy notice https://www.gov.uk/government/publications/lrs-privacy-notice					

Section 7: Supporting documentation required as part of the application process			
Document title	Attached ✓	Document title	Attached ✓
Passport/Photo ID		Personal Statement	
Copies of Maths and English Certificates		Job Description	
Highest level qual certificate		Change of Name document (eg deed poll/marriage cert)	
Current CV		Self- Assessment Skills Scan	
Section 8: Declaration			

I confirm that, to the best of my knowledge, the information given in this form is correct and complete*

Signed: _____

Date: _____

*The offer of a place on an apprenticeship is made on the understanding that if you accept it you agree to abide by the rules and regulations of the University of Lincoln, and by signing this form you are confirming your agreement to this.

Guidance Notes for completing the Apprenticeship Application Form
<p>General</p> <p>Before completing the form, please ensure that you read these guidance notes carefully. You should also read the current apprenticeship information relating to the course for which you are applying in order to ensure you are familiar with the curriculum and apprenticeship requirements</p>
<p>Section 1: – Personal Details</p> <p>Complete this and all other sections in BLOCK CAPITALS or electronically. Please include any previous surnames and attach proof of name change(s) Address should be the address to which all correspondence should be sent</p>
<p>Section 2: Employment and your Qualifications and Experience</p> <p>To be eligible for an apprenticeship we must be able to demonstrate that you will be gaining <i>new</i> knowledge, skills, and behaviours. We therefore need you to provide as much information as possible about the job you will be doing as an apprentice, and about your previous learning and experience</p>
<p>Maths and English at Level 2 - these are qualifications at GCSE Grade A* – C or equivalents For some of our apprenticeships these are an entry qualification, but all apprentices need to have achieved them in order to complete their apprenticeship</p> <p>Highest Level qualification to answer this question you will need to will need to refer to the Prior Attainment Level Descriptors included in Annex A at the very end of this form</p> <p>CV – where you have a current CV which details all your qualifications and work experience you are asked to provide it. If you do not have a CV, you must list all your previous quals</p> <p>Previous or current apprenticeship – You cannot be on more than one apprenticeship and for operational reasons to do with funding we need you to tell us if you have been on an apprenticeship before or whether you are currently on an apprenticeship so that we can follow up with you on when you expect to complete or if you have already completed.</p> <p>HE and FE – We need to know if you are any other courses at the time of application to check that you are eligible for an apprenticeship</p> <p>Learning difficulty or disability – We ask you to tell us if <u>you</u> think you may need any additional support with your learning or help with access so that we can understand how best to support you to achieve your apprenticeship. <u>We will not share</u> this information with your employer without your permission but there are occasions where you might find it beneficial to the achievement of your apprenticeship</p> <p>Education and Health Care Plan – if you have one of these please tell us as it will help with the above Care Leavers – if you are under 25 and have been in care you may be able to apply for a bursary of £3,000 which is available to eligible apprentices</p>
<p>Section 3: Other Information</p> <p>This section is for you to tell us which of the ethnic groups you feel you belong to. You do not have to give us this information, but it will help us, and the ESFA to understand more about the groups of people who participate in our apprenticeships</p>
<p>Section 4: Residency Status</p>

<p>We need to check that applicants meet the eligibility criteria for apprenticeship funding, and we will ask you to provide further proof as necessary. If you are uncertain about how to answer any questions, please contact us without delay</p>	
<p>Section 5: Emergency Contact Information</p>	
<p>Section 6: The ESFA, which is the body responsible for apprenticeship funding, require us to ask you if and how you would like them to contact you – so please respond by opting in or leaving blank</p>	
<p>Section 7: Supporting Documentation</p>	
Document Title	Description
Passport/Photo ID	Please provide a colour scan of your ID documentation, this can be a passport, driving licence, identity card etc. If successful, you will also need to produce the original documentation for verification
Copies of English and Maths Certificates	Apprentices have to achieve Maths and English at Level 2 in order to achieve their apprenticeship. Where applicants already have these, they need to provide them as evidence. For some apprenticeships these will be entry requirements and for others support will be needed to assist in the achievement of these subjects
CV	Your current CV – with detail of your work history and work experience and any prior qualifications you hold. It should also include any vocational courses that you have already done relevant to your job role
Copy of highest-level qualification certificate	
Change of Name document	If the names on any of your certificates are different from the name you now use, please provide proof of name change
Self- Assessment Skills Scan	If you have been asked to complete a Skills Scan as part of your application, please return this with your other documents
Personal Statement Word Counts - Level 3 250 words Level 4 400 words Level 5 500 words Level 6 800 words	Please provide a personal statement entitled “My goal(s) for my time as an apprentice and what I would like to achieve from this apprenticeship.” Please let us know why you would like to apply and how you and your employer have planned your 20% off the job development time. You can also use your statement to comment on any elements of the skill scan that you have completed with your line/manager or mentor. You could also comment on what you might want support with from your workplace mentor.

ANNEX A

Prior attainment level descriptors

Qualification equivalent (incorporating NQF and QCF and RQF)

Entry level (code 1)

QCF qualifications at Entry level
Certificate in Adult Literacy, Numeracy, ESOL at Entry level RQF
qualifications at Entry Level
English and Maths qualifications at Entry Level
Key skills at entry level
Functional Skills at entry level
Essential Digital Skills qualification

Level 1 (code 2)

GCSE/O Level (at grades D-G or fewer than 5 at grades A-C)
CSE grade 2 and 3
1 AS Level (for AS qualifications regulated before 1 September 2015)
QCF qualifications at Level 1
Foundation 14-19 Diploma
Functional Skills
Certificate in Adult Literacy, Numeracy, ESOL at Level 1
Level 1 Key Skills
Level 1 Principal Learning
Introductory Diploma
Introductory Certificate
GNVQ Foundation
NVQ Level 1
RQF qualifications at Level 1
Technical Awards in the Key Stage 4 Performance Tables
Essential Digital Skills qualifications

Level 2 (code 3)

Vocational and technical qualifications at level 2 (not on the level 2 and level 3 legal entitlement list)
Functional skills at level 2
ESOL (skills for life)
Technical Awards in the Key Stage 4 Performance Tables
Performing Arts Graded Examination qualifications

Full level 2 (code 4)

GCSE/O Level (5 or more GCSEs grades A*-C)
GCSE (9-1) (5 or more GCSEs grade 4 or above)
2 or 3 AS Levels (for AS qualifications regulated before 1 September 2015)
CSE Grade 1 (5 or more)
1 A Level
Higher 14-19 Diploma
QCF Diploma level 2
QCF Certificate level 2 at 13 or 14 credits undertaken before 2014 to 2015
Level 2 Principal Learning
NVQ level 2
GNVQ Intermediate
Technical Certificates in the 16-19 Performance Tables
QCF Certificate level 2 at 15 credits and above

ANNEX A

Prior attainment level descriptors

Qualification equivalent (incorporating NQF and QCF and RQF)

	From 1 August 2015 vocational qualifications of 150 GLH or more that are on the level 2 and level 3 legal entitlement qualification list.	
Level 3 (code 5)	Vocational and technical qualifications at level 3 (not on the level 2 and level 3 legal entitlement list) Core maths Technical qualifications (part of T levels) Components of international baccalaureate Performing Arts Graded Examination qualifications Pre U qualifications	
Full level 3 (code 6)	A Levels (2 or more advanced level passes) 4 or more AS Levels (for AS qualifications regulated before 1 September 2015) QCF Diploma Level 3 QAA Access to HE Advanced 14-19 Diploma GNVQ Advanced NVQ level 3 AVCE double award Tech Levels which are in the 16-19 Performance Tables Applied Generals which are in the 16-19 Performance Tables (from 1 August 2015) QCF Certificate at Level 3 which is 30 to 36 credits From 1 August 2015 vocational qualifications of 300 GLH or more that are on the level 2 and level 3 legal entitlement qualification list.	
Prior attainment level descriptors	Current Ofqual Regulated Framework (RQF)	Framework for Higher Education Qualifications
Level 4 (code 7)	QCF Award Level 4 QCF Certificate Level 4 QCF Diploma Level 4 HNC RQF qualifications Level 4	Certificates of higher education
Level 5 (code 8)	QCF Award Level 5 QCF Certificate Level 5 QCF Diploma Level 5	Foundation degrees

Prior attainment level descriptors	Current Ofqual Regulated Framework (RQF)	Framework for Higher Education Qualifications
	HND RQF qualifications Level 5	
Level 6 (code 9)	QCF Award Level 6 QCF Certificate Level 6 QCF Diploma Level 6 RQF qualifications Level 6	Bachelor's degrees, graduate certificates and diplomas
Level 7+ (code 10)	QCF Award Level 7 QCF Certificate Level 7 QCF Diploma Level 7 RQF qualifications Level 7	Doctorates
	QCF Award Level 8 QCF Certificate Level 8 QCF Diploma Level 8 RQF qualifications Level 8	Masters degrees, postgraduate certificates and diplomas