**Learner Application Form (ILP Part 1)**

**Personal Details**

Please complete this application fully using **black or blue ink**.

|  |  |
| --- | --- |
| Mr/Mrs/Miss/Ms:      | Surname:      |
| First Name(s):       |
| Address:      |
|  |
|  | Postcode:      |
| Telephone No:      | Mobile No:      |
| Email:      |
| Date of Birth:      | Age:      | National Insurance No:      |
| Nationality:      | Place of Birth:      | No. of Dependants:      |
| If you are 17 or over do you have a current driving licence? Yes [ ]  No [ ]   |

**Emergency Contact Details**

|  |  |
| --- | --- |
| Name:      | Relationship:       |
| Telephone No:      | Email:      |

**Resident in the UK**

|  |
| --- |
| Have you been ordinarily resident in the UK/ EU or EEA for at least the previous three years on the first day of learning (if No please detail below) [ ]  Yes [ ]  No   |

**Household Situation**

Please tick which of the following statements apply (one or more may apply):

|  |
| --- |
| No member of the household in which I live (including myself) is employed [ ]   |
| The household that I live in includes only one adult (aged 18 or over) [ ]   |
| There are one or more dependent children (aged 0 – 17 years or 18-24 years is full time student or inactive) in the household [ ]   |
| None of these statements apply [ ]   |
| Or  |
| I can confirm that I wish to withhold this information [ ]   |

 **Past Employment/ Experience**
Please provide details of your last employment.This can include previous work experience, casual, part time, evening work, Saturday jobs and voluntary work that you feel may be relevant to your application.

|  |  |  |
| --- | --- | --- |
| Name and Address of Employer:      | From:      | To:      |
| What work was involved?      |

**Education & Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| School, College Location | Qualification Gained | Grade | Date |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
| Attendance on any other courses e.g. IT, First Aid, Duke of Edinburgh, etc. |
| School, College Location | Qualification Gained (including NVQ’s) | Grade | Date |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
| Are you able to produce your certificates upon request? Yes [ ]  No [ ] N.B You have 3 months in which to produce your certificates or you will have to sit Functional Skills exams. These will be verified using your Personal Learning Record.  |

**Additional Information Relating to School and College etc.**

|  |
| --- |
| Did you receive any additional learning support whilst in attendance? Yes [ ]  No [ ]  |
| Were you ever excluded or suspended? Yes [ ]  No [ ]  |
| If ‘Yes’ to either question please provide details:      |

|  |
| --- |
| Hobbies and Interests:      |
| Have you any circumstances which might affect your training?(e.g. cultural, religious or personal holidays)      |
| Please tell us where you heard about The Focus Training Group? (e.g. advert, school, website)      |

**Equality/Diversity Monitoring**

The following questions are necessary to assist The Focus Training Group in monitoring its Equality and Diversity Policy. Please tick the appropriate box:

|  |
| --- |
| Gender: Male [ ]  Female [ ]  |

**Ethnic Monitoring:** Please tick the appropriate box to indicate your cultural background (SFA Code for Internal Use)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 31 | White British | [ ]  | 38 | Other Mixed | [ ]  | 45 | Black Caribbean | [ ]  |
| 2 | White Irish | [ ]  | 39 | Indian | [ ]  | 46 | Black Other | [ ]  |
| 33 | Gypsyor Irish Traveller | [ ]  | 40 | Pakistani | [ ]  | 47 | Arab | [ ]  |
| 34 | White Other | [ ]  | 41 | Bangladeshi | [ ]  | 98 | Other | [ ]  |
| 35 | White and Caribbean | [ ]  | 42 | Chinese | [ ]  | 99 | Not Known | [ ]  |
| 36 | White and African | [ ]  | 43 | Other Asian | [ ]  | zz | Prefer not to say | [ ]  |
| 37 | White and Asian | [ ]  | 44 | Black African | [ ]  |  |  |  |

|  |
| --- |
| **Unique Learner Number (ULN):** The Focus Training Group requires access to your Personal Learning Record (PLR) to establish your prior achievements gained. By signing this application form you are agreeing that you give permission to access your details using your Unique Learner Number (ULN). Please visit <https://www.gov.uk/government/publications/learning-records-service-personal-learning-record> for more information.  |

|  |  |
| --- | --- |
| ESF | I declare that my answers are true to the best of my knowledge, and that the information has been given freely. I understand that this information will not form or be used as part of any decision making process.This activity is part financed by the European Union through the European Social Fund (ESF). ESF supports activities to extend employment opportunities and develop a skilled workforce. |

**Image consent**

The Focus Training Group cannot accept any liability for any loss, damage or personal injury, howsoever caused, through use of the images by third parties.

Websites can be seen globally and no warranty can be given that adequate data protection legislation will apply.

Your full name will be supplied with photographs/videos where necessary. However, we will not include any personal e-mail or personal addresses, telephone or fax numbers in association with the images.

Your image(s) will be retained indefinitely on our files. Please tick the box if you do not give consent: [ ]

You may withdraw your consent at any time by telephoning 01752 348980.

However, you must acknowledge that images that have been used with your consent may still be in circulation and not withdrawn.

These images may also be used for promotional material, our website and various social media sites.

The Focus Training Group would like to pass on your personal information to third parties such as Careers SW or potential employers carefully selected by The Focus Training Group. If you would prefer The Focus Training Group not to use your information in this manner please tick this box: [ ]

|  |  |
| --- | --- |
| Applicant Signature:       | Date:       |
| For Internal Use Only – outcome of application:       |