



APPRENTICESHIP ENROLMENT FORM

PART 1 – EDUCATIONAL BACKGROUND CHECK

Ensure you have grades listed for each qualification.

What qualifications have you achieved?

For example GCSE's, BTECs, A-Levels, AS levels, Degree

Subject	Qualification	Grade	Year
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Have you ever received any certificates from a university?

(e.g. a Foundation Degree, HNC, HND)

Yes

No

► If yes, please provide details.

PART 2 – PERSONAL INFORMATION CHECK

The information you supply will be used by the Skills Funding Agency, an Executive Agency of the Department for Business, Innovation and Skills, to issue you with a Unique Learner Number (ULN), and to create your Personal Learning Record.

For more information about how your information is processed and shared you can find out more on our website <http://apprenticeships.qa.com/about-us/legal-notices/privacy-policy>

I confirm that I have read and agree with the above privacy statement.

Click tick box to confirm

Please enter the date you
are completing this form

► Date:

DD

MM

YYYY

Candidate name:

Address:

Date of birth:

DD

MM

YYYY

Email address:

Mobile number:

Home number:

**Name of current
employer**

**Length of time with
current employer**

Current job title

Emergency Contact

Name of next of kin

What is the best phone
number to reach them on?

What is their relationship
to you?

PART 3 – ELIGIBILITY QUESTIONS

A. Work History

Are you or have you ever been enrolled on an apprenticeship programme in the past?

Yes

No

► If yes, please provide details.

B. Eligibility to work in the UK

What is your nationality?

In which country were you born?

Have you lived in an EU country for the last 3 years?
If not, where have you lived?

Are you seeking asylum?

Yes

No

C. Optional questions

How would you describe your ethnicity?

English / Welsh / Scottish / Northern Irish / White British	Any other mixed / multiple ethnic background	African Caribbean
Irish	Indian	Any other Black / African / Caribbean background
Gypsy or Irish Traveller	Pakistani	Arab
Any other white background	Bangladeshi	Other (please specify)
White & Black Caribbean	Chinese	
White & Black African	Any other Asian background	
White & Asian		

How do you identify your gender?

Make additional notes in the box provided if required.

Are you registered disabled?

Yes No

Do you have a statement related to this?

Yes No

What type of disability do you have?

Visual impairment	Emotional/behavioural difficulties
Hearing impairment	Mental ill health
Disability affecting mobility	Temporary disability after illness (e.g. post viral) or accident
Other physical disability	Asperger Syndrome
Other medical condition (e.g. epilepsy, asthma, diabetes)	Other (please specify)

Make additional notes in the box provided if required.

Do you have any additional learning needs or require any additional support? If so, what?

Moderate learning difficulty	Dyscalculia
Severe learning difficulty	Autism
Dyslexia	Other (please specify)

PART 4 – INFORMATION, ADVICE AND GUIDANCE RECORD

**Passport number OR
Birth certificate number:**

Is the ID in date? Yes No

Expiry date of ID	DD	MM	YYYY
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Expiry date of Visa (if applicable?)	DD	MM	YYYY
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What type of Visa is it?

National Insurance number:

Have you attended a QA workshop? Yes No

What is your understanding of an apprenticeship?

Why does an apprenticeship interest you?

Do you have any skills or existing knowledge that relates to your apprenticeship programme?

If you have been in your role for more than 6 months please leave this field blank.

How do you think an apprenticeship will benefit your career?

(Consider both short and long term benefits.)

NOTES

This section is for any additional notes that you would like to include

DECLARATION

I can confirm that I have read and understood all of the above whilst supplying information that is true and correct to the best of my knowledge. In addition I have been provided with relevant information, advice and guidance relating to the apprenticeship programme.

Click tick box to confirm

SAVE

QA Apprenticeships



Funded by
 Education & Skills
Funding Agency

