Thank you for your interest in applying for an Apprenticeship. Please complete the form and email back to: [Apprenticeships@bankofengland.co.uk](mailto:Apprenticeships@bankofengland.co.uk).

**Name:**

**Area/Directorate:**

**Your contact number:**

**Name of Apprenticeship you are applying for:**

**Please give a reason why you have applied to this Apprenticeship?**

**Line Manager’s approval secured? (Yes/No)**

**Name of Line Manager:**

**Line Manager’s Contact Number:**

**Date:**

**Local Budget Centre Owner approval? (Yes/No)**

**Name of Budget Centre Manager:**

**Budget Centre Manager contact number:**

**Date:**

By signing the form, you have confirmed that you have read the relevant factsheet that applies to this apprenticeship and requirements to undertake the course and:

* Gained Line Manager’s approval to undertake the Apprenticeship.
* Committed to 20% study time (equivalent to 1 day per week) dedicated to study and learning.
* Confirm that the duration of your employment at the Bank covers the duration of the apprenticeship at least until completion. If you have any queries about this, please email [Apprenticeships@bankofengland.co.uk](mailto:Apprenticeships@bankofengland.co.uk)
* Aware that there is *no bonding* involved.
* Aware that the Apprenticeship Levy funds the course and any costs outside of this such as travel/accommodation, resits and exam/s will need to be covered *by your local business area.*
* Agree for us to send your details over to the supplier to begin the application process.

Please note, if applying for the Senior Leader L7 Apprenticeship, the MBA modules are an additional cost outside of the levy. So please ensure you have appropriate approval should you wish to undertake this top up qualification.

Please remember to save this in your **STAFF database** before sending it back to us. This can be found under the following file path: FileSite > Worksite Explorer > Staff > Other folders > \_STAFF > \*surname initial > \*your individual folder

Please give access to the following:

* Siyana Santhirapalan (appears as Siyana Sivarajan on FileSite)
* Jessica Beynon
* Sally Taylor

Many thanks,

Future Talent Team