

START DATE:

ULN:

Study Programme Application Form

Name:

Address:

Postcode:

Time spent at this address:

Age:

Date of birth

Gender: M F

Mobile No.

Tel No.

Email Address

Referral Information

Referred from:

Advisor Name:

IAG received? Y N

Emergency Contact Details

Name:

Relationship to you:

Address (if different to above):

Postcode:

Mobile No.

Tel No.

Eligibility

Have you the right of abode and been resident in the UK in the last 3 years?

Yes No

Did you receive 'free school meals' in year 11? Yes No

Prior Attainment



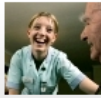






School/ College:
Grades achieved:
Certificates verified and copy taken? Yes <input type="checkbox"/> No <input type="checkbox"/> Certificates requested but not provided* <input type="checkbox"/> (SHIFT) signed _____ Date _____ <p style="text-align: center; font-size: small;">*follow up in Information Advice and Guidance (I.A form)</p>

Work history

Employer Name	Job Title / Duties	Date Start / Finish	

Hobbies / Interests

What type of work would you be interested in? (PLEASE CIRCLE ALL THAT APPLY)

 Agriculture, Horticulture and Animal Care	 Arts, Media and Publishing	 Health, Public Services and Care
 Business, Administration and Law	 Construction, Planning and the Built Environment	 Leisure, Travel and Tourism
 Education and Training	 Engineering and Manufacturing Technologies	 Information and Communication Technology

Other (please specify)

Ethnicity

TICK HERE

White		
31	English / Welsh / Scottish / Northern Irish / British	
32	Irish	
33	Gypsy or Irish Traveller	
34	Any other White Background	
Mixed / multiple ethnic Group		
35	White and Black Caribbean	
36	White and Black African	
37	White and Asian	
38	Any other Mixed / multiple ethnic background	
Asian / Asian British		
39	Indian	
40	Pakistani	
41	Bangladeshi	
42	Chinese	
43	Any other Asian background	
Black / African / Caribbean / Black British		
44	African	
45	Caribbean	
46	Any other Black / African / Caribbean background	
Other ethnic Group		
47	Arab	
98	Any	

Health Information

Leave blank if not applicable

TICK HERE

Disability		
1	Visual Impairment	
2	Hearing Impairment	
3	Disability Affecting Mobility	
4	Other Physical Disability	
5	Other Medical Condition (e.g. Epilepsy, Asthma, Diabetes)	
6	Emotional / Behavioural Difficulties	
7	Mental Health Difficulty	
8	Temporary Disability After Illness (e.g. Post-Viral) or accident	
9	Profound Complex Disability	
10	Aspergers Syndrome	
90	Multiple Disabilities	
97	Other	
99	Not known / Not provided	

Please read through the following statements. If you understand and agree with the statements below you must sign and date the declaration at the bottom of the page:

- In order for you to get the appropriate support and training whilst on your training programme at SHIFT Ltd it is necessary for your programme co-ordinator to pass some of your personal details to staff members who will also be involved with your support and personal development. Any member of staff who receives your personal details is bound by a code of confidentiality.
- If there are any personal details that you have discussed with a SHIFT Ltd member of staff that you do not wish to be passed on to other staff members you must inform that member of staff who will ensure that the information is not disclosed.

Data Protection Policy

SHIFT Ltd needs to collect and use personal data about individuals in order to carry on its business and meet its customers' requirements effectively. We recognize that the lawful and correct treatment of personal data is very important to successful operations and to maintaining confidence between our customers and ourselves.

Any personal data which we collect, record or use in any way whether it is held on paper, on computer or other media will have appropriate safeguards applied to it to ensure that we comply with the Data Protection Act 1998. We fully endorse and adhere to the eight principles of Data Protection as set out in the Data Protection Act 1998. These principles state that personal data must be:

1.	Fairly and lawfully processed	5	Not kept longer then necessary
2.	Processed for limited purposes	6	Processed in accordance with the data subjects rights
3.	Adequate, relevant & not excessive	7	Secure
4.	Accurate	8	Not transferred to countries without adequate protection

Declaration

- I have read through all elements of the application form and I have answered all questions truthfully and to the best of my knowledge.
- I have discussed my training and support needs with a member of SHIFT Ltd staff and give my permission for my personal details to be shared with other staff members involved in my support and personal development whilst on my training programme.

Signed (Client)		Signed (Interviewer)	
Print Name (Client)		Print Name (Interviewer)	
Date (Client)		Date (Interviewer)	