



# Apprenticeship Application

\*Only complete this form if you are employed

## OFFICE USE ONLY

Date received:

Initial:

### To be completed by Apprentice and Employer

If the apprentice is aged 16-18 and unemployed, please complete the Foundation Apprenticeship application form.  
Apprentices aged 19 years old or over must be employed to qualify for Trackers.  
Employers looking for an apprentice, please complete the Employer areas only.

Apprenticeship area:	Apprenticeship course title: Have you applied for this course? (yes/no)	
Apprentice Surname:	Employer's name:	
Apprentice First name:	Lead Contact name and position:	
Apprentice contact details	Employer contact details	
Address:	Address:	
Phone number:	Phone number:	
Email:	Email:	
Apprentice date of birth:	Secondary contact name:	
Apprentice residential status:	Secondary contact number:	
Apprentice Social Security number:	Secondary contact email:	
Apprentice Pay rate: (please tick one box only)		
Above minimum wage	Minimum wage	Unpaid
Trainee wage year 1	Trainee wage year 2	Other – please detail

**Apprentice's Employment History** Please give details of your most recent employment. Please use the drop down menu to indicate the status of each employment.

Employer Name	Role	Start Date	Finish Date	Status

As the Apprentice are you able to:	As the Employer are you able to:
attend regular catch ups with your Trackers mentor?	provide a current Health and Safety Policy (if employing more than 5 people)?
attend quarterly reviews with your employer and Trackers mentor?	provide a current employer liability insurance certificate?
proactively contact your mentor for support/guidance?	support the Apprentice as a trainee in the workplace, recognising they may not be able to undertake the work of a qualified tradesman/professional?
pay the course fees back to Trackers should you decide to leave or are dismissed from the programme ***Parent/Guardian will be liable to pay fees if apprentice is under 18 years of age and must sign at the end of the application to agree***	provide time for the apprentice to attend meetings with their mentor, in the work place, to showcase practical evidence of their learning? (**with mentor gaining prior agreement where appropriate**)
commit to the duration of the apprenticeship with Trackers support?	employ the apprentice on a permanent or apprentice contract (not zero hour)?
commit to completing the apprenticeship training record?	meet for quarterly reviews with the apprentice and the Trackers mentor?
attend all necessary training provided by Trackers (induction etc.)?	work in partnership with the Trackers mentor to achieve the best possible outcome for the apprentice?
attend the day release course applicable to your apprenticeship?	allow access to your premises/work sites for the Trackers mentor to meet with you and the apprentice, as appropriate?
meet the entry criteria for the course applicable to the apprenticeship (if unsure, seek guidance from your training provider/college)?	release the apprentice for relevant additional training provided by Trackers? (**with prior arrangement**)
commit yourself, if appropriate; to work to attain Level 2 or GCSE grade C in Maths and English to support the successful completion of your course?	release the apprentice for day release training?

## To be completed by the Employer

The learning environment in the workplace is vital to an apprentice's success – their apprenticeship is much more than the training they receive via a training/college course.

**Please tell us how you will support your apprentice's learning:**

**With the above in mind, please explain how you would utilise the Trackers Mentor:**

## To be completed by the Apprentice

**Please list your qualifications starting with the most recent. Include any courses you are awaiting results for.**

School/College	Date Started	Date finished	Course Title (e.g. GCSE, BTEC, NVQ, ACCESS)	Grade

**Please tell us how you are going to prioritise/manage your time to complete the necessary assignments or assessments required for your apprenticeship:**

Recognising the challenges you face and overcoming them with support is key to successfully completing your apprenticeship.

**Please tell us what challenges you foresee during your apprenticeship:**

Please tell us what benefits you see in having a Trackers Mentor support you through your apprenticeship:

## To be completed by Employer and Apprentice together

Is the apprentice working a minimum of 30 hours a week in the job they are training for?

Yes

No

How did you hear about Trackers? (please tick all that apply)

Presentation by Trackers

Traditional media (JEP, TV, Radio, etc)

Friend or family member

Youth Service/Prince's Trust

School/College Tutor

Current Trackers apprentice

Social Media

Other (please state)

**CONFIDENTIALITY / PRIVACY STATEMENT**

The information you provide will be used for your application and on-going administration of Trackers – The Apprentice Programme. It may be passed to training providers to assess course suitability. Information will also be passed to employers for human resource and administration purposes. We will liaise with Social Security to determine the destination or actively seeking work status of an applicant. No information will be passed to any other third party without your prior consent. If you are unsuccessful, your details will be destroyed after one year from date of application. If successful your details will remain on the Trackers database.

I agree that the details provided by me on this application form are true and accurate.

**Apprentice Signature:****Date:****Employer Signature:****Date:**

\*If you are under 18 we will need your parent/guardian to sign to say that they agree to you applying for Trackers – The Apprentice Programme.

If you are under 18 please note the Trackers team may communicate with your parent/guardian regarding your progress. If there is a specific reason why this must not happen, please write to us at the below address.

I agree to my son/daughter applying for Trackers – The Apprentice Programme.

**Parent/guardian signature (if under 18 years of age):****Parent/guardian name:****Date:**

Thank you for completing this form, please email to [trackers@gov.je](mailto:trackers@gov.je) or post to the Trackers office (address below)

Print

**This application form is scored. Failure to fully complete this form may prevent you from progressing to the interview stage of recruitment.**