



Foundation Apprenticeship Application Form

***Only complete this form if you are 16-18 and not in employment**

OFFICE USE ONLY

Date received:

Initial:

Title (please circle): Mr. / Mrs. / Miss / Ms.

Area of work you are interested in:

First name:

Surname:

Home number:

Mobile number:

Date of birth:

Place of birth:

Email:

JY number:

Address:

Residential status (please circle):

entitled

entitled to work

licensed

registered

Tell us what other post school options you are applying for:

E.g. Highlands College, Hautlieu etc....

Please tell us why you want to be an apprentice:

(Please tell us in no more than 100 words You may continue on extra paper if necessary and attach it to this form)

Tell us about the courses you are currently studying:

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

Work Experience:

Did you take part in Trident work experience? **Yes/No** (please circle):

Please inform us of any work experience you have done:
Where did it/they take place?

What did you do?

Why did you choose that area of work?

Please list all your paid employment:

Employer Name	Role	Start date	Finish date

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

Signed:	Date:
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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.

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

Signed:	Date:
Relationship to applicant:	

Please complete this application form and return it to trackers@gov.je or to the postal address below.

If you have any questions or difficulties completing this form, please contact the Trackers office.

As a 'controller' under the Data Protection (Jersey) Law 2018 we process and hold your information in order to provide public services and meet our statutory obligations. We may not be able to provide you with a service unless we have enough information or your permission to use that information. Below, we explain what we collect; how we will use your information; and what your rights are.		
We have collected your personal details (name; address, contact details; and DOB) and we do this in order to carry out the service you have requested; to monitor and improve our performance; to ensure that we meet our legal obligations; to prevent and detect crime; to process financial transactions including grants or payment of benefits; to allow the statistical analysis of data so we can plan the provision of services; and where necessary, for our law enforcement functions; or to protect individuals from harm or injury.	We will endeavour to keep your information accurate and up to date and not keep it for longer than is necessary. Please see our published retention schedules for more detail about how long we retain your information. We will not pass any personal data on to anyone outside of the States of Jersey, other than those who either process information on our behalf, or because of a legal requirement, and we will only do so, where possible, after we have ensured that sufficient steps have been taken by the recipient to protect your personal data. We do not process your information overseas using web services that are hosted outside the European Economic Area. At no time will your information be passed to organisations for marketing or sales purposes or for any commercial use without your prior express consent.	<p>You can ask us: to stop processing your information; to correct or amend your information; for a copy of the information we hold about you. You can also: request that the processing of your personal data is restricted; and withdraw your consent to the processing of your information.</p> <p>You can complain to us about the way your information is being used by contacting us at dataprotection2018@gov.je alternatively you can complain to the Information Commissioner by emailing enquiries@oicjersey.org.</p>