|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **Candidate Information** | | | | | | | | | | | | | | | | | | | | |
| Name |  | | | | | | | | Date of Birth | | | | | |  | | | | Age |  |
| Address (including Postcode) |  | | | | | | | | | | | | | | | | | | | |
| Email |  | | | | | | | | | | | | | | | | | | | |
| Phone Number |  | | | | | | | | NI Number | | | | | |  | | | | | |
| Existing Student |  | If YES which campus? | | | | | Eastbourne  Hastings/Ore  Lewes | | | | | | | | | | | | | |
| Ex Student |  |
| English GCSE grade |  | | Maths GCSE grade | | | | | | | | |  | | | | | | | | |
| English Functional/Key Skills |  | | Maths Functional/Key Skills | | | | | | | | |  | | | | | | | | |
| Other relevant qualifications |  | | | | | | | | | | | | | | | | | | | |
| Nationality |  | | | | | Settled status share code | | | | | | | | | |  | | | | |
| Are you or have you ever been in care (looked after by UK local authority or health and social care trust) | | | | | Yes  No | | | | | | | | | | | | | | | |
| Do you have an Educational Health Care Plan (EHCP) | | | | | Yes  No | | | | | | | | | | | | | | | |
| Have you in the past received any of the following support? | Extra Time?  Yes ☐ No ☐ | | | | A Reader?  Yes  No | | | | | | | | | | Support with College work?  Yes  No | | | | | |
| 1. **Employer Information** | | | | | | | | | | | | | | | | | | | | |
| Company **formal trading style** |  | | | | | | | | | | | | | | | | | | | |
| Address |  | | | | | | | | | | | | | | | | | | | |
| Company website |  | | | | | | | | | | | | | | | | | | | |
| Contact name |  | | | | | | | | | | | | | | | | | | | |
| Email |  | | | | | | | | | Telephone | | | | |  | | | | | |
| Number of employees |  | | | | Apprenticeship levy payer? | | | | | | | | | | Yes  No | | | | | |
| If YES, DAS Contact name |  | | | | | | | | | | | | | | | | | | | |
| Email |  | | | | | | | | | Telephone | | | | |  | | | | | |
| Company Reg Number |  | | | | | | | | | DAS Cohort | | | | |  | | | | | |
| 1. **Apprenticeship/Job Role Information** | | | | | | | | | | | | | | | | | | | | |
| Apprenticeship |  | | | | | | | | | | | | | | Level | | |  | | |
| Recruitment Method | During the recruitment of your apprentice, did you use the Recruit an apprentice (RAA) service offered by East Sussex College?  Yes  No  If not, please explain the reason? *(it may be they were already employed as an existing employee, employer recruited or referred by the College. If so, please tick one of the boxes below.*  Existing employee  Employer Recruited  College Referred  If other, please list the reason here: | | | | | | | | | | | | | | | | | | | |
| Has the Apprentice started employment? | | | Yes  No | | | | When did Apprentice start work with you | | | | | | | | | | |  | | |
| Does Apprentice have a contract of employment? | | | Yes  No | | | | If NO when will they? | | | | | | | | | | |  | | |
| Contracted hrs per day |  | Contracted days per week | | | | |  | | | | Contracted hrs per week | | | | | | |  | | |
| Number of days paid holiday per year (excluding bank holidays) | | | | |  | |  | | | | | | | | | | |  | | |
| 1. **Induction/Information Session | College Use Only** | | | | | | | | | | | | | | | | | | | | |
| Session Date |  | | | Session Type | | | | | | | | | | Induction  Information | | | | | | |
| Previous Information Session attendance? | Yes  No | | | Previous Session Date | | | | | | | | | |  | | | | | | |
| Campus |  | | | Certificates Received | | | | | | | | | | Yes  No | | | | | | |
| PLR or Certs Enclosed | Yes  No  Not available | | | | | | | | | | | | | | | | | | | |
| Initial Assessment Results | English |  | | | | | | Maths | | | | |  | | | | | | | |
| 1. **Additional Information | College Use Only** | | | | | | | | | | | | | | | | | | | | |
| Account Manager |  | | | | | | Work Location | | | | | | | | | | New  Existing | | | |
| ELI Certificate On file | Yes  No | | | | | | Maximum Cost | | | | | | | | | |  | | | |
| Has employer been made aware of financial contribution? | | Yes  No | | | | | Financial Contribution | | | | | | | | | | 5%  Levy  N/A | | | |
| Has employer added learner to their DAS? | | Yes  No | | | | | | | | | | | | | | | | | | |
| £1000 Care Leaver bursary | | Yes ☐ No ☐ | | | | | | | | | | | | | | | | | | |
| £1000 Young Person Incentive Payment | | Yes  No | | | | | | | | | | | | | | | | | | |
| Has the employer been made aware of 20% off the job requirement? | | Yes  No | | | | | Date Submitted to Apprenticeship Manager | | | | | | | | | |  | | | |
| Additional Notes (opportunity to add relevant information to help inform delivery team) | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
| **New start agreed and signed off by Manager**   **Coordinator**  **Signature: Name:**     |  |  | | --- | --- | | 1. **Talent Bank Registration** | | | **Sussex Skills Solutions’ Apprenticeship Talent Bank is a FREE service available to candidates who are looking for an apprenticeship opportunity and do not current have an employer. By registering with the Talent Bank you will be made aware of available apprenticeship and relevant course opportunities based on your preferences highlighted on this form.** | | | What sector are you interested in working in? |  | | Are you interested in a specific apprenticeship? |  | | What is your minimum pay rate? |  | | Would you work at weekends or evenings? |  | | How far are you willing to travel for work? |  | | How would you travel to and from work? |  | | Do you have any work experience? Please provide further information (PT/FT/work placement/voluntarily?) |  | | From what date are you available to start employment? |  | | What are the three most important things you are looking for in an employer/apprenticeship? |  | |  | |  | | What do you believe to be your greatest achievement? (can be something from your personal life, school or work) |  | | You agree to be contacted by Sussex Skills Solutions/East Sussex College via | Telephone  Email  Text | | | | | | | | | | | | | | | | | | | | | |