|  |
| --- |
| SECTION A – PARTICIPANT DETAILS |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title |  | First Name(s) |  | Surname |  |
| Home Address |  |
|  | Postcode |  |
| Contact Number | Home |  | Mobile |  |
| Email Address |  | Date of Birth *(dd/mm/yy)* |  |

|  |
| --- |
| SECTION B – SENSITIVE INFORMATION (to be collected in addition to the Apprentices Individual Learner Record) |

|  |  |  |
| --- | --- | --- |
| Have you normally and lawfully been a resident in the European Economic Area (EEA) for the last 3 years or have been granted the right to work in the UK? | Y | N |
| Do you have Refugee Status | Y | N |
| Are you homeless? |  Y |  N |  D | Are you an offender/ex-offender? |  Y |  N |  D |
| Are you a lone parent with dependent children? | Y | N | D | If **YES** please state how many? |  |

|  |
| --- |
| **SECTION C – EDUCATION & TRAINING INFORMATION** |

|  |  |  |  |
| --- | --- | --- | --- |
| Other than your apprenticeship are you engaged in any other education or training? | Y | N | If **YES**, please specify below the type of training |
|  |
| Do you have either of the following: | Maths **and** English qualification (Entry level or higher) | Y | N |
| Maths (Entry level or higher) **and** ESOL qualification (English as a second language) |

|  |
| --- |
| **SECTION D – DECLARATIONS** |

|  |
| --- |
| **Signed Exemption***(This only needs signing if any question has been declined to be answered and “D” chosen)* |
| Under the Data Protection Act 2018 and General Data Protection Regulation, I decline to provide the WYCC and its partners with my sensitive personal data for the questions selected “D” and sign to this effect |
| Participant Signature |  | Date |  |

|  |  |
| --- | --- |
| SignedDeclaration | This is a declaration of intent made by the participant and the training provider representative. In signing, the two parties agree that the aforesaid information is correct to the best of their knowledge and all fields have been completed and verified by the training provider representative. |
| The participant has signed the Apprenticeship Participant Declaration in conjunction with the Privacy notice and read and understood their rights under the Data Protection Act 2018. The WYCC Privacy Notice and DWP Privacy Policy can be accessed on the following links:<https://www.westyorkshirecolleges.co.uk/> <https://www.gov.uk/government/organisations/department-for-work-pensions/about/personal-information-charter> |
| Participant Name |  | Sign |  | Date |  |
| Delivery Partner Rep. Name |  | Sign |  | Date |  |

|  |
| --- |
| **Apprenticeship Provider Use Only:  MANDATORY EVIDENCE–PASSPORT or BIRTH CERTIFICATE** **If UK passport not held Apprentice must:** * **hold settled or pre-settled status granted under the EU Settlement Scheme (EUSS)**
* **hold leave to remain with permission to work granted under the new Points Based Immigration System.**

**If not an EEA resident, then either a Visa/Work Permit or Sponsorship required** **If classified as a Refugee, then passport stamps and notifications required**  |
| EEA/UK Passport/Birth Certificate Ref No: |  | Confirmed sight of EEA/UK Passport/Birth Certificate | Y | N |
| Non EEA/UK Passport Country of Origin |  | Confirmed sight of documentation detailing right to work within UK | Y | N |
| Confirm additional documentation seen detailing right to work in UK if Non EEA/UK Passport held: |
| **Delivery Partner Rep. Name** |  |
| **Delivery Partner Rep. Signature**  |  | **Date** |  |