



# INITIAL ASSESSMENT & INDUCTION

## LEARNER APPLICATION FORM

Please complete all details on the form in black ink or type

<b>LSC:</b>	Essex (NOVA)	L East	SEEC	Thames Gateway		
<b>Scheme</b>	School Prog	E2E	App	Adv App	FE	Train to Gain
<b>Start Date</b>						
<b>Work Provider</b>						

If you need any help in completing this form, please ask.  
If you think we need to know anything else or find any of the questions too intrusive, please let us know.

<b>What course are you interested in studying?</b>	
<b>At what location would you like to study?</b>	
<b>Where did you hear about Central Training?</b>	

### PERSONAL INFORMATION

<b>Forename(s)</b>		<b>Surname</b>	
<b>Please tell us of any other family name that you have been know as (e.g. maiden name or other surname)</b>			
<b>Address</b>		<b>Telephone No.</b>	
		<b>Mobile No.</b>	
<b>Town</b>		<b>E-mail address</b>	
<b>Post Code</b>		<b>Age</b>	
<b>National Insurance No.</b>		<b>Date of Birth</b>	
<b>Country of Birth</b>		<b>Nationality</b>	
<b>How long have you been a resident in the UK?</b>		<b>Connexions Reference No.</b>	

### EMERGENCY CONTACT

Please give details of someone we can contact in the case of an emergency. An emergency contact is usually, but not necessarily, a member of your family. An emergency contact could also be a friend, a neighbour or a flatmate, for example.

<b>Contact's Name</b>		<b>Contact's Telephone No.</b>	
<b>Their relationship to you</b>			

### PARENT / GUARDIAN DETAILS

<b>Name</b>		<b>Home Tel. No</b>	
<b>Address</b>		<b>Work Tel. No.</b>	
<b>Town</b>		<b>Mobile No.</b>	
<b>Post Code</b>			

### EDUCATION AND TRAINING HISTORY

Have you taken GCSE in English (Literature or Language) and/or Maths? Please complete the relevant boxes below and bring any certificates or record of results to your interview. It is essential that you provide us with copies of your results and certificates if you have achieved grade A\* - G in English and/or Maths - and you will be given a deadline to supply us with these certificates.

<b>GCSE English Yes or No</b>		<b>IF Yes, your Grade</b>		<b>Month and Year</b>	
<b>GCSE Maths Yes or No</b>		<b>IF Yes, your Grade</b>		<b>Month and Year</b>	

Please tell us about any other Education or Training you have undertaken, including any predicted grades. (SECONDARY EDUCATION) Please provide us with copies of any results.

<b>Name of secondary school</b>	<b>Leaving Date</b>	<b>The course and qualification</b>	<b>Result &amp; Grade (or predicted)</b>	<b>Month and Year</b>



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***(FURTHER EDUCATION)***

<i>Name of College, University or Training Provider</i>	<i>Leaving Date</i>	<i>Details of training</i>	<i>Achievement (if any)</i>	<i>Date achieved</i>

**EMPLOYMENT HISTORY**

*Current employer (if you are not working please complete other jobs section)*

<i>Job Title</i>		<i>Date Started</i>	
<i>Name of Company</i>		<i>Employer Tel: No.</i>	
<i>Employer Address</i>		<i>Supervisor</i>	
<i>Town</i>		<i>What are your contracted hours of employment?</i>	
<i>Post Code</i>			

***Brief outline of duties***

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**PREVIOUS EMPLOYMENT**

***What other jobs have you had?***

*(Please include any 'on the job training' and list the most recent first, including Saturday jobs.)*

<i>Organisation Name and Address</i>	<i>What did you do?</i>	<i>Dates From and To</i>	<i>Reasons for leaving</i>



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To comply with the Learning and Skills Council's Requirements for Funding Work Based Learning for Young People, there needs to be a record to cover the elements identified below.

### PART A: ELIGIBILITY

(All applicants must answer these questions)

A1) Were you born in or do you have full citizenship of either the United Kingdom or any other member state of the European Union/Economic Area?

Yes  No   
Name of Country of Birth.....

*EU states = Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, The Netherlands, United Kingdom.*

*European Economic Areas = Iceland, Liechtenstein, Norway, Switzerland*

A2) If you were not born in the UK or the EU do you have proof of permanent UK residency / indefinite leave to remain issued by the Home Office?

Yes  No  Not Applicable (born in UK)

A3) Have you been living in the United Kingdom or any other member state of the European Union for the last three years?

Yes  No

### PART B: PROGRAMME SUITABILITY

B1) Are you currently in full time Education? Yes  No

B2) Have you accepted a place and intend to return to full-time education in September? (i.e. College or University) Yes  No

B3) Are you a graduate of higher education? Yes  No

B4) Are you currently in any other funded training programme? (e.g. another college course) Yes  No

If yes please state the name of the training programme:

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### PART C: ADDITIONAL INFORMATION

(You only need to complete this section if you were born outside of the EU)

C1) Has the UK Government granted you refugee status? Yes  No

If you have answered YES to question C1, we will need to see your home office letter or identity card confirming your residency status. If you have answered NO, then please answer the next question.

C2) If you have not been granted refugee status, have you been granted Exceptional Leave to Enter or Remain by the UK Government and have you remained in the UK since you were granted this leave? Yes  No

If you have answered YES to question C2, we will need to see your home office letter or identity card confirming your status or ID card that states leave is granted. If you have answered NO, then please answer the next question.

C3) Are you on a learning exchange scheme? Yes  No

If you have answered YES to question C3, you will need to provide suitable evidence (i.e. a letter from the exchange programme organiser). If you have answered NO, then please answer the next question.

C4) Are you an asylum seeker or the child of an asylum seeker in receipt of one of the following benefits? Yes  No

Please tick to indicate which benefits:

- a) Income based benefits
- b) Assistance under the terms of the Immigration and Asylum Act 1999 or the Children Act 1989
- c) Voucher assistance from the National Asylum Support Service
- d) Assistance under the National Assistance Act 1948

If you have answered YES to question C4, you will need a copy of a letter from the local Asylum Support team confirming your status.

Is there any other criteria which the learner believes makes him/her eligible for the programme? This information will then be passed to the Learning and Skills Council who can determine the eligibility of funding:

Please enter information here:



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The Central Training Group is committed to equality of opportunity. We will not discriminate on any grounds such as gender, age, marital status, race, colour, creed, disability, politics or social origin.

### ETHNIC ORIGIN

- (11) Asian or Asian British – Bangladeshi
- (12) Asian or Asian British - Indian
- (13) Asian or Asian British - Pakistani
- (14) Asian or Asian British – any other Asian background
- (15) Black or Black British – African
- (16) Black or Black British - Caribbean
- (17) Black or Black British – any other Black background
- (98) other
- (18) Chinese
- (19) Mixed – White and Asian
- (20) Mixed – White and Black African
- (21) Mixed – White and Black Caribbean
- (22) Mixed – any other Mixed background
- (23) White - British
- (24) White - Irish
- (25) White – any other White background
- (99) I prefer not to say

What is your first language/mother tongue? \_\_\_\_\_

Gender/Sex

Male

Female

Offences - Are you an ex-offender?

Yes

No

### MEDICAL CONDITIONS

Epilepsy

Diabetes

Asthma

Hepatitis

HIV

Tuberculosis

Sickle-Cell

Heart Problems

Kidney Problems

*Please give details of any other condition that we should be aware of (e.g. pregnancy)*

*Please tell us about any prescribed medication that you are taking, especially if there is a risk of side effects*

*If you have a disability, please give details here. We especially need to be aware of any visual or hearing impairment and mobility problems (for reasons of fire emergency evacuation for example)*

*If you have told us about a medical condition, have you informed your employer about this?*

Yes/ No



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### GENERAL INFORMATION

*What career are you interested in?*

*Are there any areas where you feel you may need additional help (e.g. Maths or English)?*

*Will you need to find childcare facilities?*

*Yes / No*

### DECLARATION

*I confirm that the information detailed above is accurate and that I wish to continue with my application to join Central Training Academy.*

*Learner Signature*

*Date*

Please send the completed application form to:

#### **FOR ESSEX APPLICATIONS:**

Recruitment Team  
Central Hairdressing Academy  
FREEPOST NATE615  
44 Alexandra Street  
Southend on Sea  
Essex  
SS1 1ZX

#### **FOR LONDON APPLICATIONS:**

Recruitment Team  
Joshua Galvin Hairdressing Academy  
FREEPOST NAT13018  
519-523 Cambridge Heath Road  
Bethnal Green  
London  
E2 9BR

### *Office Use Only*

*Interview date*

*Date Received by Recruitment*

*Checked by (Name)*

*Date Checked*

*Further evidence required before application can be processed?*

*Yes / No*

*Details of further evidence required*