

sbs[®]
stratford business services
APPLICATION FORM

PERSONAL DETAILS

Surname/Family Name:

Forenames/Given Names:

Address:

.....

.....

.....

Post Code:

Telephone:

Mobile:

E Mail:

National Insurance Number:

Date of Birth:

Gender

EMPLOYMENT CHOICE

What type of work interests you?

.....

.....

.....

.....

.....



DO YOU HAVE A POLICE RECORD?

YES NO

Failure to disclose any information may result in loss of your placement.

PERSONAL STATEMENT: HOBBIES AND INTERESTS

As we would like to know a little more about you briefly write a little about yourself. Include your ambitions, hobbies, interests.

.....

STATE BENEFITS

Are you claiming or in receipt of any State benefits

YES/NO

If yes which benefit are you claiming?

.....

HEALTH

We welcome applications from people with disabilities/additional needs. We endeavour to support all Learners in achieving their objectives. Additional Funding can be made available for those requiring individual learning support. Anyone who considers they have not been treated fairly can follow the complaints procedure within their Learner Handbook.

Do you have a learning difficulty, a disability any recurring health problems or a dependency issue (eg. Drugs or alcohol) YES/NO

If yes please give details:.....

.....

MY ETHNIC BACKGROUND IS (This is for monitoring purposes only)

Stratford Business Services positively welcomes applicants from all sections of the community irrespective of an individual's gender, ethnic origin, colour or disability. So that the effectiveness of this policy can be checked and maintained, please complete this section.

- | | | | |
|--|--------------------------|------------------------------------|--------------------------|
| Asian or Asian British- Bangladeshi | <input type="checkbox"/> | Mixed-White and Black African | <input type="checkbox"/> |
| Asian or Asian British-Indian | <input type="checkbox"/> | Mixed-White and Black Caribbean | <input type="checkbox"/> |
| Asian or Asian British- Pakistani | <input type="checkbox"/> | Mixed-Any Other Background | <input type="checkbox"/> |
| Asian or Asian British-Any Other Asian Background | <input type="checkbox"/> | White-British | <input type="checkbox"/> |
| Black or Black British-African | <input type="checkbox"/> | White-Irish | <input type="checkbox"/> |
| Black or Black British- Caribbean | <input type="checkbox"/> | White-Any Other Background | <input type="checkbox"/> |
| Black or Black British-Any Other Black Background | <input type="checkbox"/> | Any Other | <input type="checkbox"/> |
| Chinese | <input type="checkbox"/> | Not Known/Not Provided | <input type="checkbox"/> |
| Mixed-White and Asian | <input type="checkbox"/> | | |

TRACKING INFORMATION

HOW DID YOU HEAR ABOUT STRATFORD BUSINESS SERVICES ? PLEASE SPECIFY....

- | | | | |
|-------------------|--------------------------|------------------------|--------------------------|
| EMPLOYER | <input type="checkbox"/> | FRIENDS DOING NVQs | <input type="checkbox"/> |
| CAREERS EVENT | <input type="checkbox"/> | REFERRAL | <input type="checkbox"/> |
| CONNEXIONS OFFICE | <input type="checkbox"/> | POSTER | <input type="checkbox"/> |
| ADVERTISEMENT | <input type="checkbox"/> | OTHER (PLEASE SPECIFY) | <input type="checkbox"/> |

SIGNED

DATE

DATA PROTECTION

The data obtained from this assessment will be stored manually and on computer, and may be shared with a limited number of agencies, including-

- Learning Providers
- The Learning Skills Council – to collate overall statistics for funding purposes
- Connexions – for tracking your progress and future needs.

The data will be securely held with other training records and will not be shared with individuals or organisations that do not have a legitimate reason to access the information. The information will not be held for more than seven years, and you will have access to your information on request.

I agree to sharing of information as outlined above

Signature

Date

Training Co-ordinators initial assessment and comments...

Training Co-ordinator

Signed

Date

Data Protection Act 1998