

APPRENTICE'S FULL NAME:

APPRENTICESHIP TRADE:

APPRENTICESHIP YEAR: 1 / 2 / 3 / 4
(Circle most appropriate)

JERSEY APPRENTICESHIP SCHEME APPLICATION FORM

This completed form should be returned to the **Apprenticeship Manager, Jersey Enterprise, Liberation Place, St Helier, JE1 1BB** with a copy of the **Apprentice's Employment Contract** stating that the conditions in **Schedule 1** apply, or are contained within the contract.

PLEASE WRITE IN CAPITALS AND COMPLETE ALL RELEVANT SECTIONS OF THE FORM

TO BE COMPLETED BY THE EMPLOYER

Business Name:

Contact's Full Name: Title: **Mr/Mrs/Miss/Ms**
(Circle most appropriate)

Business Address:

..... Post Code:

Telephone Number: Office: Mobile:

E-mail address:

I certify that the information provided on this application form is true to the best of my knowledge and belief, and I provide the information knowing that I shall be liable to prosecution if I have stated anything I know to be false. If funding is made available, I undertake to inform Jersey Enterprise immediately of any change in circumstances which may affect the amount of the award. I understand that giving false information or withholding relevant information may lead to the recovery of any amounts paid by Jersey Enterprise. **If there are problems working with the apprentice, I agree to contact the Apprenticeship Manager to try and resolve the situation before termination of the contract. If the apprenticeship is terminated prematurely, I agree to notify the Apprenticeship Manager immediately and return the completed deregistration form, stating the reason, within two weeks of termination.**

Signature: Date:

Relationship to Apprentice: (Please state: Owner, Supervisor, Director etc.)

FOR OFFICE USE

Acceptance Date	/ /	Logbook Date:	/ /
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PLEASE WRITE IN CAPITALS AND COMPLETE ALL RELEVANT SECTIONS OF THE FORM

If you have left school, give full details of what you have been doing e.g. gap year, employment etc. Please attach a separate sheet or full CV if necessary.

From	To	Name and address of employer	Post held

CONFIDENTIALITY/PRIVACY STATEMENT

The information you provide will be processed for grant purposes. To ensure confidentiality and privacy, all processing will be carried out under the requirements of the Data Protection (Jersey) Law, 1987. This information may occasionally be disclosed and used outside of Jersey Enterprise where it is considered to be in the apprentice's or the employer's best interest to do so. Should you require us to seek your individual consent to these disclosures please advise us in writing.

I certify that the information provided on this application form is true to the best of my knowledge and belief, and I provide the information knowing that I shall be liable to prosecution if I have stated anything I know to be false. If funding is made available, I undertake to inform Jersey Enterprise immediately of any change in my circumstances which may affect the amount of the award. I understand that giving false information or withholding relevant information may lead to the recovery of any amounts paid by Jersey Enterprise.

Signature of Apprentice: **Date:**

If the apprentice is a minor, that is the apprentice is under the age of 18 years at the time of applying for a Jersey Apprenticeship, this application form must be countersigned by the apprentice's parent or guardian

Signature: **Date:**

Relationship to Apprentice: (Please state: Parent/Guardian)

FOR OFFICE USE

Acceptance Date	/	/
Logbook Date:	/	/

Year	Amount (£)

Schedule 1

Minimum Terms of Employment

Any Apprentice employed by an Employer under the Jersey Apprenticeship Scheme must be employed pursuant to a contract of employment, which must be supplied to Jersey Enterprise along with this application form, containing the following minimum requirements:

- a. no more than a 3 month probation period;
- b. a paid sickness allowance of at least 8 working days per calendar year;
- c. a right for the Apprentice to attend any training establishment (e.g. Highlands College) courses required by the Advisory Panel for the Trade without deduction of salary;
- d. 15 days paid annual holiday leave plus public holidays; and
- e. no more than a 40 hour working week paid at the basic hourly rate. Basic hourly rate is the trainee wage for apprentices in Year 1 of the Scheme; and the minimum wage for apprentices from Year 2 onwards (Current rates can be found at www.gov.je/minimumwage)

I certify that I have read and understand **Schedule 1** of the Jersey Apprenticeship Scheme Contract and that I will abide by these conditions

Signature of Employer: **Date:**

I certify that I have read and understand **Schedule 1** of the Jersey Apprenticeship Scheme Contract

Signature of Apprentice: **Date:**