Apprenticeship application form – existing employees

Please only complete this form if **you are an existing employee being put forward by your employer** for an apprenticeship.

If you have any questions about this form, please contact us on **apprentice.recruitment@cilexlawschool.ac.uk** or 01234 844 345.

1. Employment details

Position \*



Organisation \*



Office address \*



Postcode \*



Work tel. \*



Employment start date \*



Supervisor name \*



Supervisor title \*



Supervisor email address \*

How many contractual hours do you work (per week)? \*



If you have a different work pattern from Monday to Friday, please enter the days you work



Select the apprenticeship programme you are applying for \*

          

2. Personal details

Title \*



Surname \*



Previous surname (if applicable)



Forename(s) \*



Date of birth (this will allow us to determine funding eligibility) \*



Current home address \*



Postcode \*



Years at this address \*



Mobile number (or preferred contact number) \*



Personal email address \*



Work email address \*



Work phone number \*



Where would you like your enrolment pack sent to? \*

 Personal email address  Work email address

3. Education

**Please answer the following questions.**

You should familiarise yourself with the minimum requirements of the role and apprenticeship programme you are applying for ([you can find these here](http://cilex.workflow24.co.uk/become-an-apprentice/our-apprenticeships/)) and note that, should you be successful, you will be required to provide proof of your qualifications prior to enrolment.

Do your qualifications meet the minimum entry requirements? \*

 Yes  No

If not, please list your results



Do you have an A Level Law/AS Level Law or equivalent? \*

 Yes  No

Do you have 5 GCSEs, Grades A\* - C / 9 - 4 or equivalent (actual or predicted)? \*

 Yes  No

Have you achieved GCSEs in English and Maths, Grades A\* - C / 9 - 4 or equivalent (actual or predicted)? \*

 Yes  No

Do you have, or are you completing, a qualifying law degree (LLB) or a graduate diploma in law (GDL)? \*

 Yes  No

If yes, please provide the name of the degree and institution as well as the date of completion and result achieved (actual or predicted)



Have you done, or are you completing, the Legal Practice Course (LPC) or the Bar Professional Training Course (BPTC)? \*

 Yes  No

Have you previously, or are you currently, completing an apprenticeship? \*

 Yes  No

If yes, please provide details including the programme name and end date



Are you currently studying for, or have you previously passed, any CILEx exams? \*

 Yes  No

Have you previously studied law in any other capacity than those listed above \*

 Yes  No

If yes, please provide details



4. Personal statement

**Please explain why you are applying for this apprenticeship.**

Please think about the new learning and workplace skills you think you will acquire through this apprenticeship. You should also indicate where this learning need has been identified (i.e. appraisals or one-to-one meetings with your line manager).

The statement should be no longer than 500 words \*



5. Eligibility

This information is used to identify whether you meet the minimum eligibility criteria for an apprenticeship, as set by Government, the Chartered Institute of Legal Executives (CILEx) and/or the Solicitors Regulation Authority (SRA). It will also allow us to determine your eligibility to receive additional funding support during your apprenticeship (where applicable).

**5.a. Nationality**

Are you a UK or EEA citizen who will have resided in the UK or EEA without any restriction on your stay for at least the last 3 years by the time the apprenticeship starts? \*

 Yes  No

Are you a non-UK or EEA citizen who will have resided in the UK or the EEA without any restriction on your stay for at least the last 3 years by the time the apprenticeship starts? \*

 Yes  No

Do you have the right to work in the UK? \*

 Yes  No

Country of birth (i.e. England, Scotland, Wales, NI, etc...) \*



Normal country of residence (i.e. England, Scotland, Wales, NI, etc...) \*



**5.b. Criminal convictions**

If you have been convicted of any criminal offence, excluding a) a motoring offence for which a fine and/or three penalty points were imposed or b) spent sentences (as defined in the Rehabilitation of Offenders Act 1974), you are required to declare this by ticking the criminal conviction section below.

Tick if you have a relevant criminal conviction

 Tick if you have a relevant criminal conviction

6. Use of personal data

The information you provide on this form will be used to facilitate the processing of your application. If your application is successful, you will be advised at the point of enrolment of further uses of your data which will be necessary in order to deliver your apprenticeship.

CILEx Law School is committed to respecting the personal data you supply to us and the information will only be used for the purposes for which they were originally submitted.

By submitting this application form you agree that CILEx Law School can share the information in this form (including criminal conviction and nationality information) :

* with the employer who is offering the apprenticeship for which you are applying
* with employers offering similar apprenticeship vacancies for which you may be eligible for a period of twelve months. You will be contacted to check that you are interested in the vacancy before being put forward.

CILEx Law School is wholly owned by the Chartered Institute of Legal Executives (CILEx) and will hold the information you have supplied on the joint management information system used
by the CILEx Group (CILEx, CILEx Regulation, CILEx Group Services and CLS) to be used only for
the purposes of processing your application.

As the recipient of apprenticeship funding, CILEx Law School is audited by the European Social Funding Agency (ESFA) and OFSTED. If this application form is selected for auditing purposes your data may be viewed by an ESFA or OFSTED representative. The ESFA’s privacy notice can be found [here](https://www.gov.uk/government/publications/esfa-privacy-notice/education-and-skills-funding-agency-privacy-notice-may-2018) and the OFSTED privacy can be found [here](https://www.gov.uk/government/publications/ofsted-privacy-notices/further-education-and-skills-ofsted-privacy-notice).

Data protection legislation gives you are number of right relating to the use of your data. Please refer to our Data Protection and Privacy Policies, which can be found in our website, for further information and contact details should you have any questions or concerns.

**In addition, if you are applying for a solicitor apprenticeship,**by submitting this application you agree that CILEx Law School can share the information in this form (including criminal conviction and nationality information) with City, University of London or Northumbria University.

I have read and understand these uses of my data (please enter your name). \*



Date \*



7. Supporting documents

You will need to supply the following supporting documents in order for us to process your application and check your eligibility:

* a personal statement (which should be included in this application form)
* a copy of your job description
* copies of your GCSE Certificates (particularly English & Maths)
* any law-related certificates or qualifications you hold, as indicated in your application form
* a copy of your signed contract of employment and/or apprenticeship agreement

Important:

Any documentation not sent along with your application form should be emailed to us at **apprentice.recruitment@cilexlawschool.ac.uk** as soon as possible.

**We will not be able to proceed with your enrolment until we receive them.**

8. Declaration

I declare that the information give by me is correct and I agree to inform CILEx Law School of any changes to the information that I have entered on this application form. I agree that it is my responsibility to familiarise myself with the conditions of entry. If the information provided by me is incorrect, this application will be withdrawn.

Applicant electronic signature \*



Date \*



9. Next steps

Thank you for your interest in one of our apprenticeship programmes. CILEx Law School (CLS) is an approved apprenticeship training provider and works in partnership with City, University of London, for solicitor apprenticeships in the south and Northumbria University for solicitor apprenticeships in the North.

If your application meets the eligibility criteria for one of CLS's apprenticeship programmes, the next step will be a telephone interview conducted by a member of the Apprenticeship Recruitment Team. Following final suitability checks, we will then pass your application to the Apprenticeship Team to forward your enrolment pack to your preferred email address (as provided under section 2).

**If you would like further information, advice or guidance** on our apprenticeship programmes or one of our vacancies, or **if you have concerns** about completing this form, please contact the CLS Apprenticeship Recruitment team at **apprentice.recruitment@cilexlawschool.ac.uk**

10. Submission

You should email your application form, along with any supporting evidence, to **apprentice.recruitment@cilexlawschool.ac.uk**. Your email should indicate which vacancy you are applying for.

Please note that failure to provide all the required information may cause a delay in your application being processed.