**Apprenticeships Suffolk Referral Form**

Apprenticeships Suffolk is a free and impartial service, offering information, advice, and guidance to support you with your search for an apprenticeship. We also support employers to create apprenticeship opportunities and therefore act as a brokerage service, pre-screening applicants to assess your suitability for specific roles.

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| --- |
| **How did you hear about our service?:**  *e.g. Work Coach, Family/Friend, Careers Event, Young Person’s Worker* |
|  |
| **Which service would you require?** |
| Apprenticeships Suffolk  Pathway to Apprenticeships  Sector Based Work Academy Programme (SWAPS) |

**Personal Details**

|  |  |
| --- | --- |
| **Date referral form completed:**  DD/MM/YYYY |  |
| **Full Name:** |  |
| **Date of Birth (DOB):**  DD/MM/YYYY |  |
| **Please tick your age bracket:** | 16-18  19-24  25+ |

**Contact Details**

*If possible, please supply us with both an email address and telephone number.*

|  |  |
| --- | --- |
| **Email address:** |  |
| **Telephone number:** |  |
| **Full Address:**  (Including postcode) |  |

**Type of Referral**

Referring myself

Referred by other

*If referred by other, please complete below:*

|  |  |
| --- | --- |
| Referred by: |  |
| Relationship to referral:  *e.g. Parent/Carer, Work Coach* |  |
| Contact Number: |  |
| Email: |  |

**Please select your current status from the list below:**

Employed  Apprenticeship  Education  Unemployed  Other

|  |
| --- |
| **If selected ‘Other’ please provide further details:** |
|  |

**Additional Information**

|  |
| --- |
| **Please tell us about your career interests and current circumstances:** |
|  |
| **Any further information to take into consideration prior to initial contact:** |
|  |

**Please tick here if you have attached your CV.**

This project is part funded by the European Social Fund (ESF), in order to claim funding on your behalf we are required to collect certain information, please complete all sections as fully as you are able.

The privacy notice explains how your information is used.

GDPR - Privacy Notice:

Suffolk County Council has a data protection policy which gives information regarding how it handles your personal information. It is available at: <https://www.suffolk.gov.uk/about/privacy-and-data-protection/>

**Your Declaration & Consent**

I am satisfied that the appropriate advice and information about the project has been made available to me prior to my engagement

I have read and understood the Privacy Notice, by signing this declaration, I accept and agree to how my personal information will be used.

I will advise you if there are any changes to my contact information or if there are any other changes to my personal circumstances which could affect my eligibility for funding

I understand that false information given above may lead to inappropriate use of public funds and I confirm that all information is accurate and correct to the best of my knowledge.

If you would like to apply for one of our vacancies, which can be found of the [jobs page](https://apprenticeshipssuffolk.org/jobs-page/) of our website (<https://apprenticeshipssuffolk.org/all-jobs/>). You will first need to have a conversation with our participant advisor, and if appropriate, we will then look to send your CV over to the employer for their consideration.

**END OF REFERRAL FORM**

**Please send your completed referral form to** [**apprenticeships@suffolk.gov.uk**](mailto:apprenticeships@suffolk.gov.uk)

**If you require assistance or have any questions regarding the referral form please email** [**apprenticeships@suffolk.gov.uk**](mailto:apprenticeships@suffolk.gov.uk) **OR telephone us on 01473 263 555**