

Please complete electronically or write clearly using black pen. *Please delete as appropriate.

SECTION 1

1A: Personal Details

Title/Rank
First Name

Last Name

Date of Birth

Contact Mobile
Number

Corps/Centre/
Department
Address

Division/
Region/Service

Start date with The Salvation Army

Minimum working hours per week

Appointment/
Job title

Salvation Army
email address¹

If you do not have a Salvation Army email address, please provide an alternative.

1B: Apprenticeship details

Apprenticeship
title

Level

Name of training
provider

Expected
start date

Expected
end date

Location of
Training

Apprenticeship information must be included with this application form.

As part of the apprenticeship, are you required to attend college or external workshops? Yes / No*

If yes, please give brief details (350 chars)

If you require any additional support or assistance to help you achieve the apprenticeship, please give details (350 chars)

What is your highest qualification to date? *Please put qualification name, subject and level* (200 chars)

Are you currently in any other form of education or training? *If so, please give details* (200 chars)

Have you been a member of the UK or EU for the past 3 years?

Yes / No*

If not, do you have an indefinite right to remain?

Yes / No / NA*

SECTION 2

2A: Rationale and agreements

Applicant rationale - to be completed by the applicant

How does this apprenticeship specifically relate to your job description / role, brief of appointment or development plan? (500 chars)

Briefly, how will this apprenticeship benefit you and The Salvation Army? (500 chars)

In order to achieve the apprenticeship the apprentice is required to undertake 20% off-the-job training (more information can be found on Ourhub) as this is a vital feature to the overall learning and will enable the learner to achieve the chosen apprenticeship qualification.

Has the 20% off the job requirement been discussed and agreed with your line manager? Yes / No*

If Yes, please give details of what has been agreed and how this will be managed within your contracted hours of work (500 chars)

Line manager rationale - to be completed by the applicant's line manager

Please explain what value this apprenticeship will bring to the individual and their role within The Salvation Army (500 chars)

Please explain why you support this individual for this apprenticeship (500 chars)

2B: Cost

Permissible claims (as per Learning and Development policy CS40)

Total cost of apprenticeship (funded via the apprenticeship levy)	
Employer contribution (if applicable)	
Fees for registration to professional bodies (info only - paid for by appointment / department)	
Travel costs (info only)	
Residential costs (if applicable)	
Total cost (including VAT)	

Have you discussed this with your RLDO Yes / No

Date discussed this application

Declarations

I confirm that all the details are correct to the best of my knowledge. I understand and accept that Salvation Army approvals and grants for further study and training courses are given to enable Salvation Army personnel to enhance their work and service within The Salvation Army, and in this context I make this application.

Signature

Print Name

Date

Corps Officer/Centre Manager/Line Manager -

I confirm that this application has been discussed and agreed:

Signature

Print Name

Date

Job Title

2nd Line Manager (if applicable) -

I confirm that this application has been discussed and agreed:

Signature

Print Name

Date

Job Title

Please send your completed and signed application to apprenticeships@salvationarmy.org.uk

Looking after your data

The Salvation Army² will hold your personal information to process your application and award funding for learning. We may share this with relevant training bodies or providers and keep it for the duration of employment + 7 years for employees. Officers please read the privacy statement available on the Officer hub.

You have a right to a copy of information we hold about you, and in some circumstances to have it amended or deleted and to withdraw consent.

For this and to raise any queries on how your information is handled please contact Head of Privacy and Data Protection at data.protection@salvationarmy.org.uk or the address below. If you are still not happy you may raise concerns with the Information Commissioner's Office.

For more information see our privacy policy on The Salvation Army Website or request a copy from 101 Newington Causeway, London, SE1 6BN.

²The Salvation Army Trustee Company acting on behalf of The Salvation Army Trust (Central Funds).

