

## Sample of application form for the Level 3 School Business Administration Apprenticeship

### Section 1 – Terms and Conditions

For the first section of the application form you will need to ensure that you and your line manager have read and understand the Key Documents located on the right hand side of the programme webpage.

These include:

- FAQs
- Guidance for Line Managers
- Terms & Conditions

You will then be asked to confirm the following:

#### Section 1 - Terms and conditions

Please ensure that **you have read** the Level 3 School Business Administration Apprenticeship Terms and Conditions and FAQ documents before completing this application form. It is also essential that you have the full support of your line manager.

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- ☐ I confirm that I have read and agree to the Level 3 School Business Administration Apprenticeship Terms and Conditions

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- ☐ I confirm that I have the approval and full support of my line manager.

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- ☐ I understand that I am committing myself to 18 months of study\* (including end-point assessment) requiring 100% attendance. I confirm my intention to complete the full programme. (\*possibly longer if under 30hrs p/week).

It is extremely important that you understand the programme requirements and that you are fully committed to the completing the programme and that you also have the full support of your line manager.

## Section 2 - Personal details

We will then ask you for your personal details:

Section 2 - Personal details

Title\*

☐ Mr
 ☐ Mrs
 ☐ Ms
 ☐ Miss
 ☐ Other

If Other, please specify:

First Name\*

Surname\*

Previous Surname (if relevant)

Date of birth (DD/MM/YYYY)\*

Gender\*

☐ Male
 ☐ Female

Ethnicity, please choose from the dropdown list below:\*

Please note the name you given here will be used on all programme documentation including certificates. If your name changes during the programme please inform us of this, you will be asked to provide evidence such as a marriage certificate.

Ethnicity – please confirm your ethnicity as follows:

White		Asian/Asian British	
31	English/Welsh/Scottish/N Irish/British	39	Indian
32	Irish	40	Pakistani
33	Gypsy or Irish Traveller	41	Bangladeshi
34	Any other white background	42	Chinese
	<b>Mixed/Multiple ethnic group</b>	43	Any other Asian Background
35	White and Black Caribbean		<b>Black/African/Caribbean/Black British</b>
36	White and Black African	44	African
37	White and Asian	45	Caribbean
38	Any other Mixed/Multiple ethnic background	46	Any Other Black/African/Caribbean Background
	<b>Other Ethnic Group</b>		
47	Arab	98	Any other ethnic group

Further personal details required as follows:

We require your National Insurance number in full, this can be found on a pay slip.

Address, phone and email contact details.

Details on whether you are currently receiving government funding and your EU residency status.

**Are you currently receiving government funding for training, for example college or university study or an apprenticeship?\***

☐ Yes  
☐ No

**If yes, please give details:**

**Are you a UK or EEA (European Economic Area) Citizen or do you have the right to abode in the UK?\***

☐ Yes  
☐ No

**Have you been a resident in the EEA for at least 3 years?\***

☐ Yes  
☐ No

**Are you a non-EEA Citizen with permission from the UK Government to live in the UK (not for educational purposes)?\***

☐ Yes  
☐ No

**Please indicate if you require any additional support for your studies (or have specific dietary requirements when attending workshops) and give details**

Finally, please indicate if you require any additional support, for example:

Autism Spectrum Disorder	Temporary disability (eg illness/accident)	Physical condition (eg epilepsy, asthma)
Asperger's Syndrome	Visual impairment	Hearing impairment
Severe learning difficulty	Profound/complex disabilities	Emotional/behavioural difficulties
Dyspraxia	Dyslexia	Dyscalculia
Social and emotional difficulties	ADHD/ADD	Mental Health difficulty
Multiple learning difficulties	Mobility difficulty	

### Section 3 – Education

You will be asked to provide details of the highest qualifications that you have achieved e.g. GCSE, A/AS levels, Degree, Masters

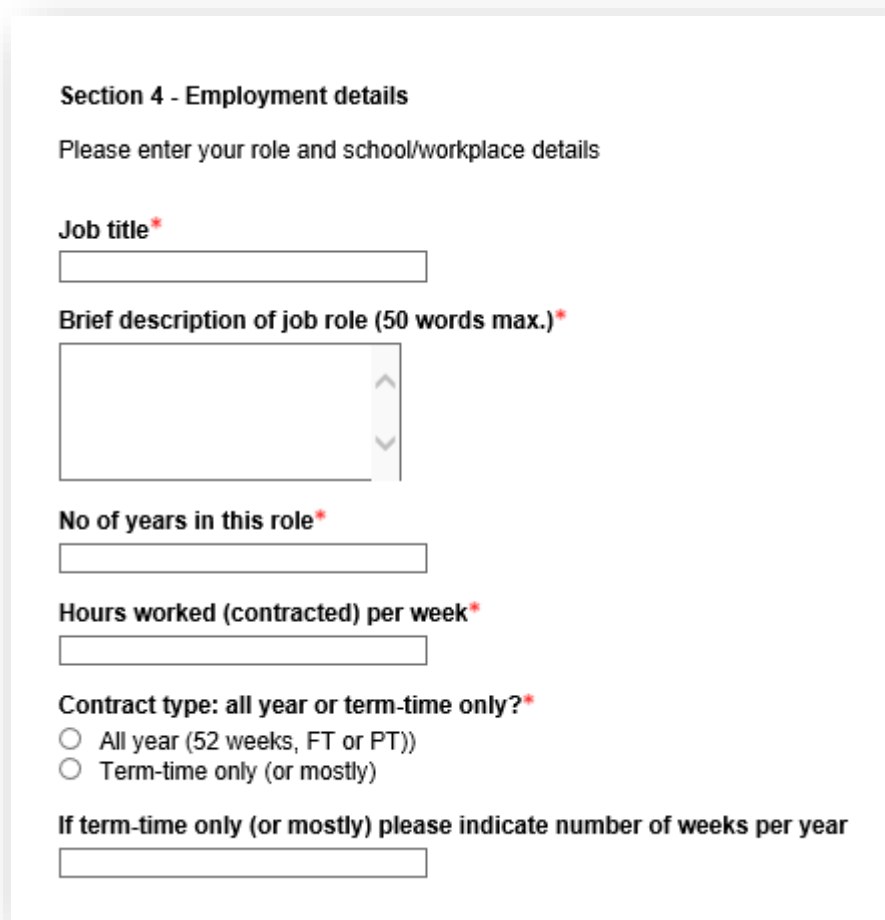
Please also confirm if you have a Level 2 qualification in English and Maths (same level as GCSE Grade A\*-C), you will require this to complete the programme but it is not a problem if you don't have this qualification as we can help you achieve this.

Please note you will be asked to provide original certificates of the qualifications you have confirmed.

You are also asked whether you have ever achieved a SBM qualification at level 4 or above.

### Section 4 – Employment

You will then be asked to complete questions about your workplace and job role:



**Section 4 - Employment details**

Please enter your role and school/workplace details

**Job title\***

**Brief description of job role (50 words max.)\***

**No of years in this role\***

**Hours worked (contracted) per week\***

**Contract type: all year or term-time only?\***

☐ All year (52 weeks, FT or PT))

☐ Term-time only (or mostly)

**If term-time only (or mostly) please indicate number of weeks per year**

You will then be required to enter your workplace contact details, including the name, address and contact email and phone number of your place of work.

Following that, you will be asked about what phase of education the school teaches, and what type of school it is.

**School phase\***

☐ Nursery

☐ Infant

☐ Primary

☐ Secondary

☐ Primary & Secondary

☐ Special

☐ Other

**If 'Other', please specify**

**School type\***

☐ Academy

☐ Community

☐ Voluntary Aided

☐ Voluntary Controlled

☐ PRU

☐ Free School

☐ Independent

☐ Other

**If 'Other', please specify**

**Government region\***

▼

And your line manager's contact details:

**Please enter details of your line manager:**

**Name of line manager\***

**Line manager's role\***

**Line manager's phone number\***

**Line manager's email address\***

## Section 5 – Programme and Payment Options

Please indicate your preferred programme start date.

The rest of this section deals with the payment details. The first part is important for levy-paying schools and details the funding manager we will need to contact to arrange the funding arrangements.

**Funding - please confirm if you are from a levy-paying employer\***

☐ Yes  
☐ No (please contact us to discuss)

**If 'Yes' please indicate if your employer (parent organisation) funding the apprenticeship is:**

☐ a Local Authority  
☐ a Multi Academy Trust (MAT)  
☐ other

**If 'Yes' (e.g. levy-paying employer), please give name of your levy-paying parent organisation, e.g. trust/local authority or school**

**If 'Yes' please give full contact details of your MAT or local authority funding manager. We will need to contact them to confirm funding arrangements later on. (NB: some local authorities may require providers to submit to a tendering process before funds can be released - in a few cases this may impact on your start date).**

**Funding manager's name/department name**

**Funding manager's role**

**Funding manager's email address**

**Funding manager's phone number**

Non levy-paying schools are required to contribute 10% of the programme cost. We will therefore require the School Accounts details of your school if you are from a non-levy employer. If you require a purchase order number, please let us know at this point.

**School accounts payable contact (if not yourself)**

**School accounts payable address and postcode (if not your school address)**

**School accounts payable email address**

**School accounts payable phone number**

If you are unable to supply a purchase order number (if required) or full school accounts payable/ funding manager details when completing this form, please send details separately **within 5 working days** of submitting your application to: [sbaa@serco.com](mailto:sbaa@serco.com). Thank you.

**Purchase order no. (if required)**

## Section 6 – Additional information

Then we ask for feedback as to where you heard about the Level 3 School Business Administration Apprenticeship, as it lets us know which of our marketing channels are most effective.

There is a space for you to add any additional information that you would like us to know or you wish to add to support your application. This can include extra information for any part of the form.

Finally, we ask you about your marketing preferences. We may pass on your contact details to other departments within Serco who may send you information on other Serco services that may interest you, but only if you are happy for us to do so. Please refer to T&Cs and website Privacy Policy for information about how we protect and use your personal information. Please indicate whether you are happy to receive this marketing or not.

You will then be asked to submit your answers.

Now you should be ready to complete the online application form! If you require any further assistance, please do not hesitate to contact the Serco Team on 01452 930 300 or email [sbaa@serco.com](mailto:sbaa@serco.com).