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JOLLIFFE & CO LLP
SOLICITORS
6 ST JOHN STREET
CHESTER
CH1 1DA

APPLICATION FOR A GRANT – APPRENTICES

SURNAME: _____

FIRST NAMES: _____

FULL HOME ADDRESS: _____

_____ POST CODE: _____

TELEPHONE NUMBER: _____ MOBILE: _____

**** PLEASE NOTE THAT A LAND LINE NUMBER SHOULD BE USED IN ANY REQUESTS FOR COMMUNICATION DUE TO THE HIGH COST TO THIS CHARITY OF CALLS TO MOBILE TELEPHONES.**

DATE OF BIRTH: _____ BIRTHPLACE: _____

EMAIL:

***** PLEASE PROVIDE A CURRENT EMAIL ADDRESS. THIS WILL BE THE PREFERRED METHOD OF COMMUNICATION AND SHOULD THEREFORE BE REGULARLY MONITORED. EACH CHARACTER MUST BE CLEARLY PRINTED. WHEN USING DASHES (-) OR UNDERSCORE (_) PLEASE ENSURE THESE ARE CORRECTLY PLACED AND INDICATED.**

APPRENTICESHIP INFORMATION

NAME AND ADDRESS OF COMPANY/FIRM TO WHOM YOU ARE APPRENTICED:

YOUR POSITION: _____

START DATE

END DATE

EXPECTED COSTS/EXPENSES INCURRED:

| ITEM | PROVIDED (YES/NO) | TOTAL COST IF NOT PROVIDED |
|--|----------------------|-------------------------------|
| ACCOMMODATION | | |
| FOOD | | |
| EQUIPMENT/SPECIALIST CLOTHING/BOOKS | | |
| TRAVEL | | |
| OTHER (DESCRIPTION) | | |

Have any applications been made for any other loans/grants?

Yes

No

If so, state amounts of awards and name the providers:

| GRANT SUM | LOAN SUM | PROVIDER | NOTES |
|-----------|----------|----------|-------|
| | | | |
| | | | |
| | | | |
| | | | |

COPIES OF ANY GRANT/LOAN/ AWARDS SHOULD ACCOMPANY THIS APPLICATION.

****PLEASE NOTE – Applications should not be submitted and will not be considered by the Governors until this information is known and completed, and documentary evidence provided.**

APPRENTICE ANNUAL INCOME:

Please provide details of total income from part-time jobs or other sources:

Income:

£

Savings

£

From: _____

OTHER INFORMATION WHICH THE PARENT/GUARDIAN OR APPLICANT WISH TO BRING TO THE ATTENTION OF THE GOVERNORS: (A separate sheet may be attached if necessary)

This section to be completed by Parents/Legal Guardian

NOTE: This section MUST be completed – whether the Apprentice is independent or not. Only when there is no contact with parents or when parents are deceased may these figures be left blank but in such instances a reason must be given. In absence of either or both parents, if there is still contact, a figure must be given. If no figures are provided for either or both parents, then a reason must be given here as to why no figures can be provided:

REASON FOR NON-COMPLETION:

OCCUPATION OF FATHER/GUARDIAN: _____

OCCUPATION OF MOTHER/GUARDIAN: _____

FATHER/GUARDIAN

Gross Annual Income: £

Child Benefit: £

Total other Benefits: £

State Pension: £

Occupational Pension: £

Other Pension: £

Any other income: £

TOTAL:

£

MOTHER/GUARDIAN

Gross Annual Income: £

Child Benefit: £

Total other Benefits: £

State Pension: £

Occupational Pension: £

Other Pension: £

Any other income: £

TOTAL:

£

TOTAL SAVINGS/INVESTMENTS

£

IN THE EVENT OF DIVORCE/SEPARATION DOES THE ABSENT PARENT PAY MAINTENANCE? HOW MUCH?

£

DEPENDENTS OTHER THAN APPLICANT:

| NAME | DOB | SCHOOL | ANNUAL EDUCATION COSTS |
|------|-----|--------|------------------------|
| | | | |
| | | | |
| | | | |
| | | | |

I declare that the Statements made in this application are, to the best of my knowledge and belief, correct in every respect.

Signature of Parent/Guardian _____ **Date:** _____

Signature of Student: _____ **Date:** _____

DATA PROTECTION PRIVACY NOTICE

This privacy policy explains how we use any personal information we collect about you.

What information we collect about you

We collect information about you when you apply for a grant. The information is collected on the lawful basis of your consent. We will hold your data electronically and a hard copy at our business address. Your data is also backed up and securely stored off site, in the UK, as part of our IT security. If you reside outside of the UK and we are required to move your data outside of the UK, we will contact you and request your permission.

How the information about you will be used

We collect information about you in order to process and manage your grant application. We will not share or sell your information for marketing purposes with companies or third parties.

Personal information which you provide to us may also be used in a number of different ways, for example:

- To liaise with third parties connected to your case such as schools and other educational agencies or places of learning.
- To liaise with Governors for purposes of decision making.
- For audit purposes.

Concluding matters

When your case has been concluded, we are under an obligation to retain your file for a determined period as set out by the Solicitors Regulation Authority. Your hard copy file will be transferred to secure facilities and retained off site for the necessary period of time until the matter has been destroyed.

Access to your information and correction

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email or write to us at 6 St John Street, Chester, CH1 1DA. We may make a small charge for this service.

We want to make sure that your personal information is accurate and up-to-date. You may ask us to correct or remove information you think is inaccurate.

Cookies

Cookies are text files placed on computers to collect standard internet log information and visitor behaviour information. This information is used to track visitor use on the website and to compile statistical reports on website activity. For further information visit www.aboutcookies.org or www.allaboutcookies.org.

You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser. However, in a few cases some of our website features may not function as a result.

Other websites

This privacy policy only applies to our website.

Changes to our privacy policy

We keep our privacy policy under regular review. This privacy policy was last updated in March 2018

How to contact us

Please contact us if you have any questions about our privacy policy or information we hold about you, at 6 St John Street, Chester, CH1 1DA.

Your declaration

I understand the following:

- You will use the information I have provided to progress my grant application.
- You may check some of the information with other sources to enable you to progress my case such as performing electronic identification checks.
- You may also obtain new information about me from other organisations in order to progress my case. All of the information you receive is securely stored at your offices and IT records are backed up and stored in a secure facility.
- When my matter concludes, my file will be retained for a period of years as required by the Solicitors Regulation Authority. My file will be stored off site at secure facilities.

Signed Dated
 Student

Signed Dated.....
 Parent

I hereby give consent for my School or College to
 release relevant personal information to you
 for the purposes of assessing my application. Student Signature

PLEASE ENSURE THAT YOU INCLUDE WITH YOUR APPLICATION:

- 1. A PHOTOCOPY BIRTH CERTIFICATE (do not send original documents).**
(Not required for renewal applications)
Please note: For students born but not residing in Chester, a FULL copy Birth Certificate must be provided (i.e. showing the Countess of Chester Hospital, not just “Chester and Ellesmere Port”. If the original full copy is not held, copies can be obtained at the Government site on line for a nominal fee.
- 2. PHOTOCOPIES OF ANY GRANT/LOAN AWARDS (do not send original documents).**
- 3. A STAMPED, ADDRESSED ENVELOPE**

Then return your completed application form to:-
Mr P J Anderson
Clerk to the Governors
Educational Foundation of Dr Robert Oldfield
6 St John Street
Chester
CH1 1DA

Applications are **not acknowledged**, due to the high volume of student applicants. Your application will be considered by the Governors and you should normally receive a decision within 4-6 weeks.

WHERE DID YOU HEAR ABOUT THE CHARITY? _____