

# Apprenticeships application form

Please ensure **ALL** sections are completed in full, as incomplete information may delay your enrolment.

## Section 1: Fair processing notice

The information provided to National House Building Council Services Ltd (NHBC) in this form will be used for the application and administration of an apprenticeship.

Your data will be held securely and treated confidentially and will not be disclosed to external parties other than as required for the purposes described above, which will include:

- Sharing with the Department of Education (DfE)
- Sharing with current employers (if applicable)
- Sharing with Creditsafe UK
- Publishing your achievements within DfE policy
- Sharing with awarding/assessment organisations, learning and assessment platforms or competency card schemes (if you apply for their products).

For information explaining your legal rights and how we use your information, please visit [nhbc.co.uk/privacy-notice](https://nhbc.co.uk/privacy-notice).

## Section 2: Your career interests

**2.1** Please tick the apprenticeship programme for which you are applying:

Bricklayer Level 2	Timber Frame Installer Level 2
Groundworker Level 2	Craft Bricklayer Level 3
Carpentry and Joinery Level 2	Construction Site Supervisor Level 4

**2.2** The Level 2 and Level 3 trades apprenticeships are delivered from our NHBC Training Hubs. Which hub(s) are you interested in attending?

Cambridge	Hull	Lichfield
Newcastle upon Tyne	Northstowe	

**2.3** Why are you interested in starting an apprenticeship in construction, planning, and the built environment?

Please consider mentioning the following:

- Explain why you want to study on the apprenticeship.
- What do you expect to learn from this apprenticeship? What skills and knowledge do you hope to gain?
- Highlight your strengths and relevant experience.
- What plans and ambitions do you have for your future career?
- What are your personal motives for wanting to do this apprenticeship?

## Section 3:

### Eligibility checklist

**3.1** Before filling out the form, please go through the checklist below to make sure you and your employer meet all the funding eligibility criteria. If you're unsure or don't meet any of the requirements, please get in touch with us at [apprenticeships@nhbc.co.uk](mailto:apprenticeships@nhbc.co.uk).

You will be **aged 16 or over\*** on 30 June of the year you start your course.

You're a **UK national** and have been **ordinarily resident** in the UK, British Overseas Territories or Crown Dependencies **for at least the previous three years** before the start of the apprenticeship, **or you have the right of abode in the UK** and have been ordinarily resident in the UK, British Overseas Territories or Crown Dependencies **for at least the previous three years before the start of the apprenticeship**.

You have the **right to work in England**.

**You're currently in employment in England** and will spend **at least 50% of your working hours in England** over the duration of the apprenticeship, and you are **not self-employed**.

You are **not planning to leave the UK** for the duration of the apprenticeship (12–18 months), **excluding holidays**.

You have **not already completed the same apprenticeship** previously.

If you've already undertaken an apprenticeship, you will have completed or achieved and left that apprenticeship before undertaking this apprenticeship with NHBC.

This apprenticeship with NHBC won't duplicate training or assessment you have already received from another school, college, university or independent training provider.

You're not already being **funded** by the Department of Education (DfE) or any other government department for any other training or education.

\* You can apply if you turned 16 at any time during this school year (from September to August) and you will start your apprenticeship after the last Friday in June of this school year.

## Section 4:

### Your personal details

**4.1** Please complete clearly in **BLOCK** capitals

Title (eg Mr, Mrs, Miss, Ms)

Legal first name (including middle names)

Legal last name

Preferred pronouns\*

(He/him/his, she/her/hers, they/them/their, other)

Previously known by names

Date of birth

Legal gender\*    Male        Female        Preferred gender\*, please state

Address

Postcode

Email address

Contact telephone number

Mobile telephone number

(if different to above)

National Insurance number

\* This information is collected for reporting purposes and to make sure we address you correctly. NHBC is committed to promoting equality, diversity and inclusion.

## Section 5:

### Next of kin/ medical conditions

**5.1** In the event of an emergency, please provide details of the person we should contact.

Title	First name	Last name
Relationship	Contact telephone number	

**5.2** Do you have any medical conditions, allergies or prescribed medications we need to be aware of?

## Section 6:

### Your qualifications

**6.1** Please complete the below.

Subject	Qualification type (eg GCSE, Key Skills or Functional Skills)	Grade achieved/predicted grade if unknown
English		
maths		

Please note that if you do not have GCSE grade C/4 or above (or equivalent) in English and/or maths, you will need to work towards your Functional Skills qualifications while completing your apprenticeship.

**6.2** Please indicate the highest level of qualification you have achieved.

No formal qualifications

Entry Level

Level 1 (GCSE grades D-G/3-1, BTEC Award/Cert/Dip, NVQ Level 1, 1 AS Level)

Level 2 (Vocational technical qualifications at Level 2, Functional Skills at level 2)

Full Level 2 (5 GCSEs/A\*-C/4 or above, 1 A Level, 2 or 3 AS Levels, GNVQ Intermediate)

Level 3 (Vocational technical qualifications at level 3)

Full Level 3 (two or more A Levels, 4 or more AS Levels, GNVQ Advanced)

Level 4 (HNC, NVQ Level 4, Diploma Level 4, Certificates of higher education)

Level 5 (HND, NVQ Level 5, Diploma Level 5, Foundation degrees)

Level 6 (Bachelor's degrees, Graduate certificates, NVQ Level 6)

Level 7 (Master's degrees, Postgraduate certificates, NVQ Level 7)

Level 8 (Doctorates)

6.3 Have you completed any qualifications relevant to the construction industry?

You may be required to provide evidence in support of your qualifications.

6.4 Tell us about any experience you've had working in the construction industry.

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## Section 7:

### LRS privacy notice

The information you supply is used by the Learning Records Service (LRS). The LRS issues Unique Learner Numbers (ULN) and creates Personal Learning Records (PLR) across England, Wales and Northern Ireland and is operated by the DfE in England. To view the privacy notice, please visit [gov.uk/government/publications/lrs-privacy-notice/lrs-privacy-notice](https://gov.uk/government/publications/lrs-privacy-notice/lrs-privacy-notice).

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## Section 8:

### Additional information

8.1 What is your current employment status?

In paid employment

Not in paid employment and looking for work

Not in paid employment and not looking for work

Previously in education

(Select this option if you left education in July)

8.2 Were you eligible for free school meals?

Yes

No

Prefer not to say

8.3 Have you been known to the youth justice service?

Yes

No

Prefer not to say

8.4 Are you a prison leaver?

Yes

No

Prefer not to say

8.5 Do you have any unspent criminal convictions?

Yes

No

NHBC is keen to support individuals to help them succeed. Having a criminal conviction will not necessarily prevent you from enrolling on one of our apprenticeships. However, failure to disclose a criminal conviction may jeopardise your place.

## Section 9: Support needs

We ask the following questions to help us understand whether you have any specific needs so that we can provide appropriate support and facilities. A member of our dedicated support team will get in touch to talk about how we can help.

**9.1** Do you consider yourself to have a disability or learning difficulty?

Yes No

**9.2** If you answered Yes to question 9.1, please explain in more detail.

Vision impairment	Hearing impairment
Disability affecting mobility	Profound complex disabilities
Social and emotional difficulties	Mental health difficulties
Moderate learning difficulty	Severe learning difficulty
Dyslexia	Dyscalculia
Autism spectrum disorder	Asperger syndrome
Temporary disability after illness (eg post-viral) or accident	Speech, language and communication needs
Down syndrome	Other physical disability
Other specific learning difficulty (eg dyspraxia)	Other medical condition (eg epilepsy, asthma, diabetes)
Other learning difficulty	Other disability

**9.3** Do you require any additional support?

Yes No

**9.4** If you answered Yes to question 9.3, please explain in more detail.

**9.5** Do you have an education, health and care (EHC) plan?

Yes No Do not wish to disclose

If you answered Yes to 9.5 and are eligible for the apprenticeship programme, you will be required to provide your EHCP document.

**9.6** Are you a care leaver?\*

Yes No Do not wish to disclose

\* You and your employer may be entitled to a bursary payment. Please speak to us during the call and we can provide further details.

## Section 10: Applicant declaration

Digital signature

If you have any questions relating to the apprenticeship, please contact our team at [apprenticeships@nhbc.co.uk](mailto:apprenticeships@nhbc.co.uk).

This section must be completed by your current or future employer. Please complete ALL sections.

## Section 11:

### Employer details

The information given in this section will check your eligibility for government funding and you may be entitled to receive government support based on the information provided below.

**11.1** Please complete clearly in **BLOCK** capitals

Company registered name

Address

Postcode

**11.2** What was the average number of employees the company had over the last 365 days (excluding this applicant)?

1-49

50-249

250+

## Section 12:

### Contact information

Please provide the contact details of the person responsible for managing the employer's Apprenticeship Service account or apprenticeship onboarding.

**12.1** Please complete clearly in **BLOCK** capitals

Title (eg Mr, Mrs, Miss, Ms)

Preferred pronouns\*

(He/him/his, she/her/hers, they/them/their, other)

First name(s)

Last name

Job title

Contact telephone number

Mobile telephone number

(if different to above)

Email address

**12.2** If the individual responsible for signing the apprenticeship paperwork is different from the person named above, please provide their details below.

Title (eg Mr, Mrs, Miss, Ms)

Preferred pronouns\*

(He/him/his, she/her/hers, they/them/their, other)

First name(s)

Last name

Job title

Contact telephone number

Mobile telephone number

(if different to above)

Email address

## Section 13:

### Apprenticeship funding

13.1 What is the name of employer in The Apprenticeship Service (TAS)?

13.2 How will you fund the apprenticeship?

Levy – employers who pay the Apprenticeship Levy\* using funds in their own TAS account

Transfer – transferring funding from another employer's TAS account

Name of transferring organisation

Co-investment – employers who do not pay the apprenticeship levy or levy paying employers with insufficient funds. You will contribute 5% of the training and assessment costs, and the government will pay 95% up to the funding band maximum for apprentices aged 22 and over. If you do not pay the apprenticeship levy, you must reserve funding prior to the apprenticeship start date.

Have you reserved funding in TAS?\*      Yes      No

Fully funded – employers who do not pay the Apprenticeship Levy. The government fully funds 100% of the training costs, up to the funding band maximum, for apprentices who are:

- aged 16 to 21
- aged 22 to 24 who have an education, health and care (EHC) plan or have been in local authority care.

Have you reserved funding in TAS?\*      Yes      No

\*All UK employers with an annual pay bill of over £3 million are required to pay the Apprenticeship Levy. Please note, this is **NOT** the same as the CITB Levy. If you are unsure how to answer, need support with reserving funds or navigating the TAS system, or would like more information, please contact us at [apprenticeships@nhbc.co.uk](mailto:apprenticeships@nhbc.co.uk).

The apprenticeship funding rules for employers can be found here [Apprenticeship funding rules – GOV.UK](#)

## Section 14:

### Contract details

14.1 Please provide confirmation of the applicant's employment contract details

Apprentice job title

Employment start date

Contracted hours per week

14.2 The apprentice will be paid the

Apprentice Minimum Wage

National Minimum Wage

National Living Wage

Other, please specify £

For more information on National Minimum Wage and National Living Wage rates, please visit [gov.uk/national-minimum-wage-rates](https://gov.uk/national-minimum-wage-rates).

## Section 15:

### Declarations

15.1 Please review the statements below and select all that apply

The employer has completed right to work in the UK checks.

The apprentice has the right to work in the UK.

The apprentice has a contract of employment which covers the full duration of the apprenticeship, including end point assessment.

The apprentice will be paid a lawful wage.

The apprentice is included in the PAYE scheme declared in the apprenticeship service account.

The apprentice is employed in England and will spend at least 50% of their working hours in England over the duration of the apprenticeship and is not self-employed.

The apprentice will not be asked to contribute financially to the cost of the apprenticeship, including end point assessment, whether they complete the apprenticeship or leave the programme early.

You agree to deliver off-the-job training, as detailed in the apprentice's plan of training, and allow the apprentice to undertake this training during their normal working hours, in addition to any required English and maths training.

Since February 2025, the DfE has allowed apprentices aged 19 and over to opt out of Functional Skills, provided their employer agrees. Please confirm whether you would like the learner to continue developing their Functional Skills qualifications. Supporting this will strengthen their core English and maths abilities, improve workplace performance and contribute to long-term career success.

Digital signature

Please email the completed form to **[apprenticeships@nhbc.co.uk](mailto:apprenticeships@nhbc.co.uk)**.  
If you have any questions, you can also call us at **01908 747034**.



**NHBC, NHBC House, Davy Avenue, Knowlhill, Milton Keynes, Bucks MK5 8FP**  
**0344 633 1000 [nhbc.co.uk](https://www.nhbc.co.uk)**

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