

Safeguard an Apprentice Application Form

Please ensure you have read the FAQs before completing this application form.

Company Name	
Company registration number	
Company contact	
Telephone number	
Address	
Postcode	
Email	
Number of employees	
Number of apprentices	
Main business activity	

Detail ALL apprentices affected		
Name	NI Number	Occupation

Please state why this funding is required to retain your apprentice(s). Include details of the effect of the recession on your business e.g. current order levels, introduction of short-time working. Please also state what measures you have put in place to ensure your apprentice(s) remain in meaningful employment during the funded period and for at least six months after the funding has ended.

Financial Statement (explain any anomalies on a separate A4 sheet)				
	Most recent Financial Year Posted Accounts	Actual for Current Year to Date	Budgeted for Current Year to Date	Year End Forecast
Insert Dates				
Turnover (£)				
Profit (£)				
Net Assets (£)				
No. of employees at time of data source				

Forward Order Schedule

The following new projects with the following customers are confirmed (evidenced) and will contribute to the projected turnover:

Customer	Value (£)	Contract length	Start date

The following new contract proposals have been submitted to customers:

Customer	Value (£)	Contract length	Start date

Provide details of future opportunities being pursued e.g. new products, new technology, new ways of working:

Declaration
I declare that the information contained within this application is a true reflection of the company and that no other ScotAction funding has been received for any of the apprentices that this application relates to:

Name		Position in company	
Signature		Date	

Panel Endorsement – for internal use only	
Notes on Application	
Panel Member	
Endorsed <input type="checkbox"/>	Not Endorsed <input type="checkbox"/> (Please tick)
Signature	
Date	

