**APPRENTICESHIP APPLICATION FORM FOR MASTERS**

**SECTION 1 *–* OVERVIEW**

***Please retain for your reference***

The Goldsmiths’ Company Apprenticeship Scheme exists to support young people whilst they train and develop their technical and hand skills in order to become a valuable member of the silversmithing, jewellery or allied trades.

If you are interested in taking on an Apprentice, please complete the form below.

**SECTION 2 *–* ELIGIBILITY**

The Goldsmiths’ Company aims to support young people. The “normal” eligibility criteria for the Goldsmiths’ Company Apprenticeship Scheme are:

* Masters need to be Freemen or Liverymen of The Goldsmiths’ Company
* The Apprentice should be aged between 16 – 24
* The Apprentice should live in London or the South-East of England

If you do not meet these criteria but are interested in becoming a Master, please feel free to contact us using the following information:

REF: Goldsmiths’ Company Apprenticeship Scheme

The Goldsmiths’ Centre

42 Britton Street

London

EC1M 5AD

T: 020 7606 7660

E**:** **professional.training@goldsmiths-centre.org**

**SECTION 2 *–* YOUR APPLICATION**

Please enter Company and Master details below:

|  |
| --- |
| **COMPANY DETAILS** |
| Full company name |       |
| Company Address |       |
| Postcode |       |
| Email Address |       |
| Company Number |       |
| Website |       |

|  |
| --- |
| **MASTER (FREEMAN OR LIVERYMAN) DETAILS** |
| Full company name |       |
| Company Address |       |
| Postcode |       |
| Email Address |       |
| Company Number |       |
| Website |       |

|  |
| --- |
| **PERSONAL INFORMATION** |
| Title |       |
| Forename(s) |       |
| Surname |       |
| Company Address (if different from above) |       |
| Postcode |       |
| Will you be responsible for training? (If no complete “Trainer Details” below) |       |
| Workshop Number |       |
| Mobile Number |       |
| Date of Freedom from The Goldsmiths’ Company |       |

|  |
| --- |
| **TRAINER DETAILS** |
| Title |       |
| Forename(s) |       |
| Surname |       |
| Company Address (if different from above) |       |
| Postcode |       |
| Workshop Number |       |
| Mobile Number |       |
| Number of years’ experience in the industry |       |

|  |
| --- |
| **WORKSHOP** |
| Number of craftspeople in workshop |       |
| Dimensions of workshop in metres |       |
| Proposed Apprenticeship specialism (i.e. diamond mounter, silversmith, engraver etc.) |       |
| Length in years of apprentiship\* |       |
| Postcode |       |

\*Apprenticeships in silversmithing and jewellery related areas can last up to five years, allied trades normally a maximum of three years although we are happy to discuss this further. Apprentices who have completed the Foundation Programme at the Goldsmiths’ Centre may be entitled to a reduced term of apprenticeship. Please contact us for further information.

So that we can monitor pay trends in the industry, we would be grateful if you could complete the table below indicating what you intend to pay your Apprentice over their time with you. This information will of course be treated as confidential.

|  |
| --- |
| **APPRENTICE PAYMENT** |
| 1st year per annum | 2nd year per annum | 3rd year per annum | 4th year per annum | 5th year per annum |
| £       | £       | £       | £       | £       |

Master’s Signature

Date

Please enter proposed apprentice details below:

|  |
| --- |
| **PROPOSED APPRENTICE – PERSONAL DETAILS**  |
| Title |       |
| Forename(s) |       |
| Surname |       |
| Nationality |       |
| Date of birth |       |
| Home Address  |       |
| Postcode |       |
| Home Number |       |
| Mobile Number |       |
| Email address |       |

|  |
| --- |
| **PROPOSED APPRENTICE – EDUCATIONAL INFORMATION** |
| Name of school / colleges |       |
| Dates attended |       |
| GCSEs attained |       |
| What other skills or abilities do you have that could be useful to this apprenticeship? |  |

Please enter Apprentice parent / guardian details below:

|  |
| --- |
| **PARENT / GUARDIAN INFORMATION** |
| Parent / Guardian (please delete as appropriate) |
| Title |       |
| Forename(s) |       |
| Surname |       |
| Home Address  |       |
| Postcode |       |
| Home Number |       |
| Mobile Number |       |
| Work number |       |
| Email address |       |
| Occupation |       |

Apprentice signature

Date

Please complete this form fully, and send it, together with the following items:

* Proposed apprentice’s **full Birth Certificate** (showing the place of birth and the name of one or both parents)
* Proposed Master’s **City of London** Freedom Certificate (not Goldsmiths’ Company Freedom Certificate)
* 2 images of proposed apprentices work that they have completed to date

Please attach passport

photo of apprentice here.

**REF: Goldsmiths’ Company Apprenticeship Scheme**

**The Goldsmiths’ Centre**

**42 Britton Street**

**London**

**EC1M 5AD**

**T: 020 76067660**

**E:** **professional.training@goldsmiths-centre.org**

**SECTION 3 *–* YOUR APPLICATION**

|  |
| --- |
| **PERSONAL INFORMATION** |
| Title |       |
| Forename(s) |       |
| Surname |       |
| Nationality |       |
| Date of Birth (dd/mm/yy) |       |
| Home Address |       |
| Postcode |       |
| Email Address |       |
| Home Number |       |
| Mobile Number |       |

|  |
| --- |
| **PARENT / GUARDIAN INFORMATION** |
| Title |       |
| Forename(s) |       |
| Surname |       |
| Occupation |       |
| Home Address |       |
| Postcode |       |
| Email Address |       |
| Home Number |       |
| Work Number  |       |
| Mobile Number |       |

|  |
| --- |
| **EDUCATIONAL INFORMATION** |
| Name of school |       |
| Dates attended |       |
| Qualifications / level attained |       |

|  |
| --- |
| **ADDITIONAL INFORMATION** |
| Details of background skills or ability that could be useful to this apprenticeship |       |
| Details of relevant work experience you have completed |       |
| Hobbies and Interests |       |
| Why do you want to be considered for The Goldsmiths’ Company Apprenticeship Scheme (in 100 words max.) |       |
| Is there a specialism you are particularly interested in? (e.g. silversmithing, diamond mounting, jewellery design) |       |

Please complete this form, and send it to:

**REF: Goldsmiths’ Company Apprenticeship Scheme**

**The Goldsmiths’ Centre**

**42 Britton Street**

**London**

**EC1M 5AD**

**T: 020 76067660**

**E:** **professional.training@goldsmiths-centre.org**