

APPRENTICESHIP APPLICATION SIGNMAKING

BRANCH OF TRADE (Delete those branches not applicable)

Hand Lettering  
Computer Graphics  
Electric Sign Making

**EMPLOYER DETAILS (see Note 1 on reverse)**

Full Name of Employer: \_\_\_\_\_  
 Trading as: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 P O Box Address \_\_\_\_\_  
 Phone Number ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_ Mobile ( ) \_\_\_\_\_  
 E-mail \_\_\_\_\_ Contact person with regard to this Application \_\_\_\_\_

Proposed Term of Apprenticeship (If credit required please see Note 3 on the back) \_\_\_\_\_ hours  
 Proposed Commencement Date of Contract \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Number of Journey persons employed in the appropriate branch of the industry \_\_\_\_\_  
 Number of Apprentices currently employed in this branch \_\_\_\_\_

**PROPOSED APPRENTICE DETAILS**

Christian Names: \_\_\_\_\_ Surname: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Contact Telephone Number: ( ) \_\_\_\_\_ E-mail \_\_\_\_\_  
 N.Z.Q.A.-ID No: \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Education:  2 yrs Secondary  3 yrs Secondary  6<sup>th</sup> Form  Other

**PARENT/GUARDIAN DETAIL (where applicant is under 18 years of age)**

Full Name \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 Contact Telephone Number ( ) \_\_\_\_\_

I hereby certify that the above particulars are correct

The following fee is to be returned with the application

Employers Signature \_\_\_\_\_

Administration Fee \$250.00

Date \_\_\_\_\_

Creative Trades I.T.O.  
P O Box 14-477  
Kilbirnie, Wellington, 6241

## NOTES

An application for Apprenticeship should be made either prior to or as soon as an apprentice commences employment.

The 3 month probationary period is to begin on the approved commencement date.

- Note 1      Employer Details – in the case of registered Limited Liability companies and partnerships, the full title/s as registered must be shown. The full names of individuals should also be shown.
- Note 2      Copies of all relevant qualifications such as School Certificate etc. should be included.
- Note 3      If a credit of time is to be requested full details for the request must be provided along with supporting documentation.

**N.B. The granting of time credits is not automatic.**

## APPLICATION CHECKLIST

**Are all panels on the application form completed?**

**Are relevant educational achievements attached?  
e.g pre employment course report**

**Are all details regarding credit of time attached?**

**This application MUST be returned to the  
Creative Trades Industry Training Organisation within  
three months of the apprenticeship start date**