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Lifting Equipment Engineers Association

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INDIVIDUAL TRAINEE APPLICATION FORM

This application form is in two parts. Both parts must be completed in all cases and it is essential that the declaration on the last page is completed.

Credit/debit card details must be given for your application to be processed as this is the only method of payment LEEA will accept for the Individual Trainee Scheme.

Please send a digital passport style photo saved as a .jpeg file with your application, without this your application will be rejected.

Complete the form by typing into the grey fields. The fields will expand to accommodate your information. You can move between fields using the up and down cursor keys and the tab key.

PART 1

- (1) Forename: _____ Middle Name(s): _____
Surname/Family Name: _____
- (2) Date of Birth: _____ Nationality: _____
- (3) Residential Address: _____
- (4) Postcode: _____
- (5) Landline telephone number including code: _____
- (6) Mobile telephone number including code: _____
- (7) E mail address: _____
- (8) Please give brief details of previous lifting equipment experience including any former LEEA member companies that you have worked for (examination, repair, maintenance, installation, testing etc): _____
- (9) Please give details of any LEEA training previously undertaken whilst working for a member company: _____
- (10) Please state how you become aware of the Association: _____
- (11) For which LEEA training course(s) do you intend to initially enrol and by what method (correspondence/on-line/at LEEA HQ): _____
- (12) Employment status: EMPLOYED UNEMPLOYED SELF-EMPLOYED

If employed, what is the full name of your company?

DECLARATION

I confirm that I have read the Association's rules regarding the LEEA Individual Trainee Status and undertake to abide by them if accepted onto the scheme. Click in the box to confirm

Name of person making the declaration:

Date (Day/Month/Year):

INDIVIDUAL TRAINEE – SCHEME RULES

1. Individual Trainees will be bound by the Association rules applicable to the scheme and may be removed from the scheme by the Chief Executive should the rules be breached.
2. Eligibility – Applicants should meet the following minimum requirements
 - (a) Minimum age 21 years
 - (b) Spoken and written English
 - (c) Certificate in Mathematics
 - (d) Reliable access to the internet
 - (e) Mobility to be able to access a regional examination centre

An individual with the necessary qualifications, status or experience may register, for a one-off fee (plus VAT at the prevailing rate) to access the Association's training courses. Under HMRC rules as an individual (rather than a company) our sale to you is classed as a Business to Consumer sale and the sale is deemed to take place in the UK - as such VAT is chargeable at the applicable rate.

Applicants are permitted to cancel their individual trainee registration within 30 days of approval and receive a full refund. After the 30-day period, no refund will be offered regardless of whether the applicant has accessed any of the services provided under the scheme.

3. LEEA Training Course fees will apply to all Individual Trainees, prices available at www.leeaint.com
4. Individual Trainees will not be issued with a Team Card. The Team Card is only issued to qualifying persons that are employed by a member company of the Association.
5. An Individual Trainee will be able to post their CV onto the LEEA website to promote themselves to potential employers.
6. The Individual Trainee status **is not a membership** category of the LEEA and as such, Individual Trainees will have no membership rights granted to them and should not advertise themselves as LEEA members or use any LEEA logos on their stationery or documentation.
7. Replication of any training material is strictly prohibited under the rules of this scheme and copyright law.
9. Registered Individual Trainees have a duty to inform the LEEA of any changes in their employment status.
10. Individual Trainees wishing to take a LEEA examination must be registered as a student of the corresponding LEEA training course within a period of two years prior to the examination date. The training courses can be purchased as eLearning or instructor-led training where applicable. Availability and prices can be found at <http://leeaint.com/uk/Individual-Trainees>.

PART 2**Credit/Debit card payment:**

Credit/debit card details must be given for your application to be processed as this is the only method of payment LEEA will accept for the Individual Trainee Scheme.

Please complete the details below. Card type (please indicate):

MasterCard, Visa Credit, Visa Electron, Maestro, Solo, JCB, American Express, Visa Debit

Card number: _____

Card expiry date: _____

Security code (last 3 digits in signature box) _____

For Maestro and Solo cards, the issue number or start date: _____

Cardholder's name (as on the card): _____

Cardholder's signature _____