

# **APPLICATION FOR ADMISSION TO THE FREEDOM**

## **What you need to qualify**

The West Midlands County Council Act 1980 states that to qualify for the Freedom of the City you must have **completed an apprenticeship under an enrolled Deed:**

- for a company whose address is within 4.5 miles of St Mary's Guildhall;

*or*

within the City boundary;

*and*

- that was at least a five year apprenticeship;

*or*

if less than five years, has been supplemented by work *in the same trade to which you were apprenticed*, to make up a total of five years (it does not matter if you changed your employer or if there was a gap between your apprenticeship and your additional work).

## **Notes on completing the form**

**Sections 1-9:** Please complete these in capital letters.

**Section 10: You only need to complete this section if your apprenticeship was for less than five years**, in which case, please give us details of the work you did to make up the five years (i.e. work *after* the end of your Apprenticeship). Please sign the statement below the box to confirm that this work was *in the same trade to which you were apprenticed*.

**Section 11: Enrolment of Deed - you only need to complete this section if your Deed was not enrolled by your employer with the Lord Mayor's office.**

In this case there are circumstances where, at the Lord Mayor's discretion, the rule that the Deed should have been enrolled, can be waived. Please sign and date this section, to confirm that you worked your apprenticeship and that you are eligible in all ways except that the Deed was not enrolled.

If you are unsure whether or not your Deed was enrolled check to see if it has the Town Clerk's stamp on it and an official receipt number. You can also check with the Lord Mayor's office for Deeds dated after 1995 (telephone: 024 7683 3100) and for Deeds dated before 1995 (telephone: 024 7623 7583).

**Section 12:** Please read the statement, sign and date the form. Please send your original Deed of Apprenticeship and the application form to: The Lord Mayor's Office, Coventry City Council, The Council House, Earl Street, Coventry, CV1 5RR.

## **What will happen once we have received your Application**

The Lord Mayor will consider your application and if you are eligible for the Freedom you will be invited to an Admissions' Court, along with a representative of your employer, where you will be expected to swear on Oath that all the evidence you have given us is true. You will also take the Oath of a Freeman – swearing allegiance to Her Majesty the Queen and loyalty to the City of Coventry.

**If you have any queries please do not hesitate to contact the Lord Mayor's office on (024) 7683 3048 or by e.mail to [lord.mayor@coventry.gov.uk](mailto:lord.mayor@coventry.gov.uk)**



**For Office Use Only:**

Date Received:	
Deed Enclosed:	Yes/No
Other Documents Enclosed:	

**APPLICATION FOR ADMISSION TO THE FREEDOM**

**PLEASE READ GUIDANCE NOTES BEFORE COMPLETING THIS FORM**

**PLEASE COMPLETE IN CAPITAL LETTERS**

1. Title: \_\_\_\_\_ Full Name: \_\_\_\_\_

2. Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

3. Daytime telephone number: \_\_\_\_\_

4. E.mail: \_\_\_\_\_

5. Name of Employer under whom you served your apprenticeship:

\_\_\_\_\_

6. Site (or sites) where you served under the deed of apprenticeship:

\_\_\_\_\_

7. To what trade were you apprenticed? \_\_\_\_\_

\_\_\_\_\_

8. Start Date of Apprenticeship (stated on Deed): \_\_\_\_\_

9. How long was your apprenticeship? \_\_\_\_\_ years \_\_\_\_\_ months

**(If less than 5 years please complete question 10 overleaf)**

**PLEASE TURN OVER ...**

**10. PLEASE COMPLETE ONLY IF YOUR APPRENTICESHIP WAS FOR LESS THAN FIVE YEARS:** Please give details of further employment (i.e. *employment after the end of your apprenticeship*), which made up your total of five years working in the trade to which you were apprenticed:

Name of employer	Address of Head Office of employer	Address at which you worked	Period of Further Employment Years/months

I confirm that each of the above periods of employment was in the same trade to which I was apprenticed.

Signed: \_\_\_\_\_

**11. PLEASE COMPLETE ONLY IF YOUR DEED WAS NOT ENROLLED WITH THE LORD MAYOR'S OFFICE:**

I confirm that I served the full term of my apprenticeship and am eligible for the Freedom in all ways except for the non-enrolment of my deed. I apply to the Lord Mayor to exercise discretionary power so that I may be admitted to the Freedom.

Signed: \_\_\_\_\_

**12. EVERYBODY TO READ AND COMPLETE THIS SECTION:**

***Data Protection Act 1998***

*The information collected on this form will be used only to process your application for the Freedomship. However, as required by the West Midlands County Council Act 1980, public notice of your application will be given on a notice board at the Council House prior to your Admission Court and anyone who wishes to inspect your claim may do so. In addition, your details will be given to the Freeman's Guild and your admission record will be kept in a public register that can be inspected in perpetuity.*

I am enclosing my Deed of Apprenticeship and I declare that everything that I have stated on this application form is true to the best of my knowledge.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this form to: The Lord Mayor's Office, Coventry City Council, The Council House, Earl Street, Coventry, CV1 5RR.**