

Trinity Skills for Life



Unit 2B, Whitebridge Way, Whitebridge Industrial Estate
Stone, Staffs. ST15 8JS

Telephone 01785 818877

Mail admin@trinityskillsforlife.co.uk

Staff Application Form

Application for post of

Date of Application

Name of Applicant

Personal Details

First Name

Surname

Home Address

Postcode

Date of Birth

Email

Contact Telephone number

Do you have a driving licence?

Do you have penalty points on your licence? (how many?)

N.I. number

Present or most recent employment

Employee Name and Address

Employed from
To

Post Held

Brief description of role and responsibilities

Supporting Information

Please provide the reasons why you think you would be suitable for this post and the reasons why you wish to be considered for the role

Previous employment (last two only not counting your current or last employer)

Employee 2 Name and Address

Employed from
To

Post held

Employee 3 Name and Address

Employed from
To

Post held

Qualifications

Name of qualifying body	Qualification gained	Date gained	Grade

Other relevant training courses

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References

Name 1

Address

Capacity

Telephone number

E-Mail address

Name 2

Address

Capacity

Telephone number

E-Mail address

Days of sickness or other absence in the last 24 months

Number of days

Number of periods

I wish to be considered for the post indicated on page 1.

Signed (Applicant).....

Date.....

Thank you for your application to Trinity Skills For Life. We will get back to you as soon as possible.

Privacy Notice- Job Applicants

We process personal data relating to those who apply for job vacancies with us or who send speculative job applications to us. We do this for employment purposes, to assist us in the selection of candidates for employment, and to assist in the running of the business. The personal data may include identifiers such as name, date of birth, personal characteristics such as gender, qualifications and previous employment history.

We will not share any identifiable information about you with third parties, without your consent unless the law allows or requires us to do so. The personal data provided during an application process will be retained for a period of at least six months or, if required by law, for as long as required.

This privacy notice does not form part of an employment offer or contract between us. If we make an employment offer to you, we will provide further information about our handling of your personal information in an employment context separately.

If you would like to find out more about our data retention policy and how we use your personal data, you want to see a copy of the information about you that we hold or have any questions or issues regarding data protection, please email us with the Subject "Data Protection Request".