Template 3: Personal statement

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| PERSONAL STATEMENTTo be completed by the APPLICANT and used to clarify any gaps in employment or training history. |
| Name |  |
| Reference number |  |
| Dates the statement refers to | From: To: |
| Please briefly describe what were you doing during the time this statement refers to (for example, caring for a family member; travelling; unemployed; looking for work) |  |
| I can confirm that the information given above is accurate and true. Applicant name (print):Signature: Date:Email address: Telephone no: |
| Data ProtectionThis form contains personal data as defined by the Data Protection Act 2018 (underpinned by the General Data Protection Regulation 2018). This data has been requested by the Human Resources/Workforce department exclusively for the purpose of recruitment. The Human Resources/Workforce Department must protect any information disclosed within this form and ensure that it is not passed to anyone who is not authorised to have this information. |
| Please note that we may require you to provide additional documentary evidence such as a passport or other travel documents, proof of seeking benefits (if unemployed) to further validate the information you have provided within this form. |