Template 4: Confirmation of training request

|  |  |
| --- | --- |
| [Date]  Registrations manager  Registrations department  receiving request | Recruitment officer  Human resources department  initiating request |

Dear [registrations manager’s name],

**Re: [applicant’s name] - [ref. number] – [post title]**

The above named person has been offered the post of [post title] at the [name of the NHS organisation initiating request].

I would be grateful if you could complete the attached confirmation of training request and return it to me as soon as practically possible to ensure timely recruitment.

Please note that under the Data Protection Act (as amended by the General Data Protection Regulation 2018) and Freedom of Information Act, applicants may request access to any information that is held on them.

Thank you in advance for your assistance in this matter.

Yours sincerely,

[Recruitment officer’s name]

|  |  |  |
| --- | --- | --- |
| CONFIRMATION OF TRAINING REQUEST  Information provided in this reference reflects the most up to date information available at the time the request was fulfilled. | | |
| Name of the applicant |  | |
| Date of birth |  | |
| Current home address of applicant |  | |
| Reference number |  | |
| Please confirm study dates | From: To: | |
| Please confirm the course on which the applicant was registered |  | |
| Please confirm the qualifications that the applicant achieved |  | |
| 1. Was the above named person subject to any formal disciplinary action or given any warnings about their conduct during the time that they were on the course specified above? | Yes □ | No □ |
| If yes, please give details: | | |
| 1. Are you aware of any recent or outstanding allegations which were made against the applicant that relate to any safeguarding issues/referrals, including any referrals made to the Disclosure and Barring Service (previously known as the Independent Safeguarding Authority)? | | |
| If yes, please give details: | | |
| 1. The answers given above have been provided in good faith and are correct to the best of my knowledge and belief.   Referee name (please print): Signature:  Email address: Telephone number:  Date: | | |
| Data Protection  This 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. | | |