



# Skills Jersey Traineeship Application Form

**OFFICE USE ONLY**

Date received:

Initial:

Title (please circle): Mr. / Mrs. / Miss / Ms.

Area of work you are interested in:

First name:

Surname:

Home number:

Mobile number:

Date of birth:

Place of birth:

Email:

JY number:

Address:

Residential status (please circle):

entitled

entitled to work

licensed

registered

Tell us what other post school options you are applying for:

E.g. Highlands College, Hautlieu etc....

Please tell us why you want to join the Skills Jersey Traineeship Programme:

(Please tell us in no more than 100 words You may continue on extra paper if necessary and attach it to this form)

Tell us about the courses you are currently studying:

School/College	Date Started	Course Title (e.g. GCSE, BTEC, NVQ, ACCESS)	Grade

**Work Experience:**

**Did you take part in Trident work experience? Yes/No** (please circle):

Please inform us of any work experience you have done:  
Where did it/they take place?

What did you do?

Why did you choose that area of work?

*Please list all your paid employment:*

Employer Name	Role	Start date	Finish date

I agree that the details provided by me on this application form are true and accurate.

<b>Signed:</b>	<b>Date:</b>
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If you are under 18 we will need your parent/guardian to sign to say that they agree to you applying for the Skills Jersey Traineeship Programme.

I agree to my son/daughter applying for the Skills Jersey Traineeship Programme.

<b>Signed:</b>	<b>Date:</b>
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<b>Relationship to applicant:</b>
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Please complete this application form and return it to [skillsjersey@gov.je](mailto:skillsjersey@gov.je) or to the postal address below.

If you have any questions or difficulties completing this form, please contact Skills Jersey.

#### Privacy policy

Children, Young People, Education and Skills (CYPES) is registered as a 'Controller' under the Data Protection (Jersey) Law 2018 as we collect and process personal information about you. We process and hold your information in order to provide public services and meet our statutory obligations. Our Privacy notice explains how we use and share your information.

The CYPES - Skills share data with the following organisations;

- Departments within the Government of Jersey (A);
  - The following information may be shared with Customer and Local Services;
    - Name; Address; Telephone number; Email; DOB; Gender; SEN; Medical information; Destinations; Education; Residential status; Next of Kin/parent/carer details; Social security number;
  - The following information may be shared with Treasury & Exchequers;
    - Name; Address; Telephone number; Email; DOB; Gender; SEN; Medical information; Destinations; Education; Residential status; Next of Kin/parent/carer details; Social security number;
- The Police (B); This may include:
  - Name; Address; Telephone number; Email; DOB; Gender; SEN; Medical information; Destinations; Education; Residential status; Next of Kin/parent/carer details; Social security number;
- The Probation service (B); This may include:
  - Name; Address; Telephone number; Email; DOB; Gender; SEN; Medical information; Destinations; Education; Residential status; Next of Kin/parent/carer details; Social security number;
- Health Services included MASH, MARAC and JMAPP (C); This may include:
  - Name; Address; Telephone number; Email; DOB; Gender; SEN; Medical information; Destinations; Education; Residential status; Next of Kin/parent/carer details; Social security number;
- As part of the same department we readily share data with; Schools, Children's social care, Integrated services, Highlands College/UCJ, and Jersey Youth Service (D). This may include:
  - Name; Address; Telephone number; Email; DOB; Gender; SEN; Medical information; Destinations; Education; Residential status; Next of Kin/parent/carer details; Social security number;

Reasons why we share data within the Government of Jersey:

- (A) – For statutory obligations, for verification purposes, to provide you with the information you need, to answer your query, to approve financial transactions of bursaries; to allow the statistical analysis of data so we can plan the provision of services; To ensure that we meet our legal obligations;
- (B) - To prevent and detect crime; for statutory obligations, where necessary to protect individuals from harm or injury; where necessary for our law enforcement functions;
- (C) - For statutory obligations, to ensure that we meet our legal obligations; where necessary to protect individuals from harm or injury; provide you with information you need;
- (D) - For statutory obligations, to ensure that we meet our legal obligations; where necessary to protect individuals from harm or injury; provide you with information you need; carry out the service you have requested, and to monitor and improve our performance in responding to your service request

We will continually review and update our sharing agreements to reflect changes in our services and feedback from service users, as well as to comply with changes in the law.