

## TRP RESEARCH APPLICATION FORM

Please fill in the application form below. Once you've completed the application form, please email it to [careers@trpresearch.com](mailto:careers@trpresearch.com)

Please read our [Recruitment Privacy Notice](#) (to open link in separate tab, use SHIFT and left mouseclick) to understand why we collect your personal information, what information we collect, how it is processed within the recruitment process and your individual rights to your data.

Role applying for			
Date of application			
I am interested in	<input type="checkbox"/> Office Based Working	<input type="checkbox"/> Hybrid Working (part office, part home)	<input type="checkbox"/> Either

### PART 1: PERSONAL INFORMATION

Details entered in this part of the form will be held by the People and Development Service in our HR Systems. Access to this information will be withheld from the Shortlisting panel.

Title		Surname/family name	
First names			
Date of birth			
Address (please include postcode)			
Telephone Number (Preferred)		Telephone Number Second Preference	
Email address			
Details of any criminal offences (unspent)			
Do you hold a current UK Driving Licence?			
Are you a United Kingdom (UK), European Community (EC) or European Economic Area (EEA) National?			
If no, do you have a UK work visa?			
Please supply details of any visa currently held:			
Visa No: Start Date: (DD/MM/YY) Expiry Date: (DD/MM/YY) Details of any Restrictions:			

## Declarations

I have read and understood the TRP Research Recruitment Privacy Notice	
I would like TRP Research to consider my application and therefore acknowledge that my personal data will be processed in accordance with our <a href="#">Recruitment Privacy Policy</a>	
I confirm that the information in this form is true and complete. I agree that any deliberate omission, falsification or misrepresentation in the application form will be grounds for rejecting this application, or subsequent dismissal if employed by the organisation.	

Signed:	
Date:	

Where did you see this vacancy advertised?	
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## Adjustments to the Recruitment Process

We are constantly working towards making our processes more inclusive so if you are someone that identifies as disabled, neurodivergent or who lives with a long term condition or impairment that may affect your performance during our recruitment process, then we are happy to consider reasonable adjustments.

Please outline below any particular adjustments that you may need

## PART 2: APPLICATION FOR EMPLOYMENT

Details entered below are held by the People and Development Service in our HR Systems and are used to assess your suitability for the role for which you have applied. This information is shared with the shortlisting panel.

### Educational and professional qualifications

Please give details of all relevant qualifications. Please also indicate subjects currently being studied. All qualifications disclosed will be subject to a satisfactory check.			
Subject/qualification	Place of study	Grade/result	Year obtained

### Training courses attended

Please give details of training courses you have undertaken or are currently taking part in			
Course title	Training provider	Duration	Completion date (actual or planned)

### Membership of professional bodies

Please give details of any relevant professional bodies you are a member of.			
Professional body	Level (if applicable)	Duration	Year membership started

## Employment history

Please record below the details of your current or most recent employer

Employer name	
Address	
Telephone number/email address	
Type of business	
Job title	
Start date	
End date (if applicable)	
Salary	
Reason for leaving (if applicable)	
Description of your duties and responsibilities	

### Previous employment

Please record below the details of all your previous employment, beginning with the most recent first. Up to 3 previous employments can be entered here. If required, please add any additional employers/information at the end of your Supporting Information submission

Employer's name and address	Job title and salary	From	To	Reason for leaving

If you have any gaps within your employment history, please state the reasons for the gaps below.

### Supporting information

Why are you interested in working for TRP Research? What about this role interests you in particular?

**Supporting information continued...**

Please give your reasons for applying for this post and additional information which shows you match the personal specification for the job (as detailed on our website). This can include relevant skills, knowledge, experience, voluntary activities and training etc.

## References

Please provide the names and full contact details of the people who have agreed to supply references. References must include at least two positions with separate employers, and as a minimum, cover a period of three years employment and/or training history, where this is possible.

**References will not be contacted until after a job offer has been made.**

### Referee 1

Type of reference	
Title	
Surname/family name	
First name	
Relationship to you (if applicable)	
Job title	
Address	
Postcode	
Telephone/email	

### Referee 2

Type of reference	
Title	
Surname/family name	
First name	
Relationship to you (if applicable)	
Job title	
Address	
Postcode	
Telephone/email	

### Additional information

If required, please use the space below to include any other information you wish to share with us.



### PART 3: MONITORING

This section of the application form will not be used as part of the selection process. TRP Research recognises the benefits of having a diverse workforce, and therefore welcomes applications from all sections of the community. In addition to this, under the provisions of the Equality Act 2010, we are required to demonstrate that our recruitment processes are fair and that we are not discriminating against, or disadvantaging anyone because of their age, disability, gender reassignment status, marriage or civil partnership status, pregnancy or maternity status, race, religion or belief, sex or sexual orientation. We ask these questions to identify who is applying for each position and to eliminate the chance of discrimination occurring.

The information collected is made anonymous and only used for monitoring purposes to assist TRP Research in analysing the profile and make up of individuals who apply, are shortlisted for and appointed to each vacancy. In this way, we can check that we are complying with the Equality Act 2010.

You are under no obligation to disclose information in Part 3 for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

### Equality Act 2010

Please state your date of birth	
Please indicate your gender	
Please indicate the option which best describes....	
<b>Your marital status</b>	<b>Your sexual orientation</b>
Please indicate your ethnic origin	
<b>Asian or Asian British</b>	<b>White</b>
<b>Black or Black British</b>	
<b>Mixed</b>	<b>I do not wish to disclose</b>
Please indicate your religion or belief	
Please state whether you consider yourself to have a disability?	
If Yes, please state the type of disability. If you experience more than one type, please tick all that apply. If none of the categories apply, please mark 'other'	
Learning disability/difficulty	Other
Long-standing illness	Physical impairment
Mental health condition	Sensory impairment