

Employee ref: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Request no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Computer Grant Application Form

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | **1. About the former employee** | | | | | | | | | | | | | | | | | | | | | | | |  |
| Title | First Name | | | | | | | | | | | | | Surname | | | | | | | | | |
| Address |  | | | | | | | | | | | | | | | | | | | | | | |
| Postcode |  | |  | |  | |  |  |  |  |  |  | | | | | | | | | | | |
| Home telephone number  *(include dial code)* |  | | | | | | | | | | Mobile number | | | | | |  |  |  |  |  |  |  |
| Email address |  | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| NI Number |  | |  | |  | |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| Date of Birth  *dd mm yyyy* |  | |  | |  | |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| Dates of  Employment | From To  *You may need to provide evidence of this if your employment record is not held on our database* | | | | | | | | | | | | | | | | | | | | | | |
| Place/Department | *Where did you last work?* | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| **2. Who is the request for?**  *Please tick relevant box and include all documents requested as evidence (see guidance notes).* | | | | | | | | | | | | | | | | | | | | | | | |
| Former Employee | |  | |  | | Spouse or Partner  *Provide marriage certificate, and proof of co-habitation* | | | | | | |  | |  | Dependent child *(under 18 or in full-time education if over 18)*  *Provide long form birth certificate* | | | | | | |  |
| **2.1 About you** *the applicant (if not the former employee)* | | | | | | | | | | | | | | | | | | | | | | | |
| Title | First Name | | | | | | | | | | | | | Surname | | | | | | | | | |
| Address  *(if different the former employee)* |  | | | | | | | | | | | | | | | | | | | | | | |
| Postcode |  | |  | |  | |  |  |  |  |  |  | | | | | | |  |  |  |  |  |
| Home telephone number  *(include dial code)* |  | | | | | | | | | | Mobile number | | | | | |  | | | | | | |
| Email address |  | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | | | | | |
| NI Number |  | |  | |  | |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| Date of Birth  *dd mm yyyy* |  | |  | |  | |  |  |  |  |  |  | |  | |  |  |  |  |  |  |  |  |
|  | | | | | | | | | | | | | | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | |
|  | **3. What type of computer would you like?**  ***Please note you will need an internet connection at your address to enable use of the computer****.* | | | | | | | | | | | | | | | | | | |  |
| **Please choose from the options below and place a tick in the relevant box to indicate your choice** | | | | | | | | | | | | | | | | | | |
| **Laptop** | **Tablet** | **Desktop** | | |  |  | | | | | |  | | | |  | | |
| Do you have a preferred make and model?  *\*At the time of purchase Baily Thomas will obtain the best available computer to fit your needs. If you specify a model above the grant allowance you will be asked to pay the difference in cost.* | | | | | |  | | | | | | | | | | | | |
|  | | | | | | | | | | |  |  | |  | |  | |  |
| **4. Privacy** | | | | | | | | | | | | | | | | | | |
| Baily Thomas Provident Fund is committed to protecting your privacy. We will use the information you have supplied on this form to process your application and to update the Trustees’ records relating to the employee beneficiaries. Full details of how we process your personal data can be found in our Privacy Policy. To request a printed copy please contact us using the details below. | | | | | | | | | | | | | | | | | | |
| **5. Declaration** | | | | | | | | | | | | | | | | | | |
| * I declare the information I have provided in this form is, to the best of my knowledge, accurate and true and will update the Baily Thomas Provident Fund if my information changes. * I understand that the information I have provided will be used to process this application and to update beneficiary records. * I understand that to comply with the legal reporting obligations for trustees, basic personal information will be disclosed to HMRC for inclusion on the Trust Register. * I understand that the information I have provided will be processed in accordance with the Baily Thomas provident Fund Privacy Policy | | | | | | | | | | | | | | | | | | |
| Your Signature (applicant) | | | | | | | | | | | | | | | | | | |
| Date  *dd mm yyyy* | |  |  |  |  | |  |  |  |  | | |  | |  | |  | | | |  |
|  | | | | | | | | | | | | | | | | | | |  |
| **Your completed form should be returned to:**  **Baily Thomas Provident Fund**  **Mansfield Business Centre**  **Ashfield Avenue**  **Mansfield,**  **NG18 2AE**  **Contact us**  Telephone: 01623 473290  Email: enquiries@bailythomasprovidentfund.org.uk  Web: www.bailythomasprovidentfund.org.uk | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |