**Traineeship Development Fund 2019/2020**

**PLEASE COMPLETE BELOW FORM:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **1.1 Supplier Details** | | | **Answer** | | | | |
| Full name of the Supplier | | |  | | | | |
| Registered company address | | |  | | | | |
| Registered company number | | |  | | | | |
| Registered charity number | | |  | | | | |
| Registered VAT number | | |  | | | | |
|  | | |  | | | | |
|  | | |  | | | | |
| Please mark ‘X’ in the relevant box to indicate your trading status | | | i) | a public limited company | |  | |
| ii) | a limited company | |  | |
| iii) | a limited liability partnership | |  | |
| iv) | other partnership | |  | |
| v) | sole trader | |  | |
| vi) | other (please specify) | |  | |
| Please mark ‘X’ in the relevant boxes to indicate whether any of the  following classifications apply to you | | | i) | Voluntary, Community and Social Enterprise (VCSE) | |  | |
| ii) | Small or Medium Enterprise SME | |  | |
| iii) | Sheltered workshop | |  | |
| iv) | Public service mutual | |  | |
| **Technical & Professional Ability** | | | | | | |
|  | Please provide details of **two** contracts, in any combination from either the public or private sector, that are relevant to the Authority’s requirement.  The named customer contact provided should be prepared to provide written evidence to the Authority to confirm the accuracy of the information provided below. | | | | | |
| **Contract 1** | | | | | | |
|  | | Name of customer organisation | | |  | |
| Point of contact in customer organisation  Position in the organisation  E-mail address | | |  | |
| Duration of Contract  Estimated Contract Value | | |  | |
| In no more than 200 words, please provide a brief description of the contract. | | |  | |
| **Contract 2** | | | | | | |
|  | | Name of customer organisation | | |  | |
| Point of contact in customer organisation  Position in the organisation  E-mail address | | |  | |
| Duration of Contract  Estimated Contract Value | | |  | |
| In no more than 200 words, please provide a brief description of the contract. | | |  | |

Please keep your responses brief and targeted; the information provided is for reference purposes only.

Please can you return the completed form by Thursday 22nd August 2019 @ 16.00hrs through the portal [www.the-chest.org.uk](http://www.the-chest.org.uk)

Any information given will be shared amongst members of the Project Team only and will not be shared with any outside organisation or third party.