

PLEASE ENSURE YOU CAN PROVIDE US WITH THE FOLLOWING INFORMATION:

- SIGNED APPLICATION FORM
- COPY OF PASSPORT/DRIVERS LICENCE
- PROOF OF ADDRESS (UTILITY BILL/BANK STATEMENT/LETTER FROM JOB CENTRE)
- COPY OF SIA LICENCE
- PROOF OF RIGHT TO WORK (IF APPLICABLE)

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|---|---|---|--|
| First Name: | | Surname: | |
| Address: | Post Code: | | |
| Time at address: | | | |
| Previous Address: | <i>(If less than 3 years at your current address)</i> | | |
| | Post Code: | | |
| Home Tel: | | Mobile Tel: | |
| Email Address: | | | |
| Date of Birth: | | Nationality: | |
| National Ins No: | | | |
| Do you hold a current full/provisional driving licence? | | Yes/No <i>(delete as appropriate)</i> | |
| State any driving conviction in the past 5 years. | | | |
| SIA licence number and expiry date: | | | |
| Are you subject to Immigration Control? | | Yes/No <i>(delete as appropriate)</i> | |
| If yes, do you have an unrestricted entitlement to work? | | Yes/No <i>(delete as appropriate)</i> | |
| Have you ever been fined, cautioned, sentenced to imprisonment or placed on probation for a criminal act (subject to the Rehabilitation of Offenders Act)? | | Yes/No <i>(delete as appropriate)</i> | |
| Are there any alleged offences outstanding against you? | | Yes/No <i>(delete as appropriate and provide details)</i> | |
| Have you ever been made bankrupt or have and CCI's against you, whether satisfied or not, within the last 6 years? | | Yes/No <i>(delete as appropriate)</i> | |
| Has any order been made against you by a Civil or Military Court or Public Authority? | | Yes/No <i>(delete as appropriate and provide details)</i> | |

PERSONAL REFERENCE

Give the name and address of at least one person, who has known you well for at least two years, is still in contact with you and who will provide a written reference. This person should have known you for at least two years and not be a previous employer, relative or resident at the same address as yourself.

| | |
|--------------------------------------|-------------------|
| Name: | |
| Address: | |
| | Post Code: |
| Tel no: | |
| How they know you: | |
| How long they have known you: | |

EMPLOYMENT RECORD

Starting with your last or present employer, give details of your employment history for the last 5 years, including details of full time education if it falls within that period. Include periods of self-employment and military service. For any periods of unemployment give the address of the DWP Office to which you reported or the name of a person (not a relative) who can confirm your whereabouts.

| EMPLOYER 1: MOST RECENT EMPLOYER | | | |
|---|------------------------------|-----------------------|----------------------------|
| Employment Dates: | From: (Month/Year) | | To: (Month/Year) |
| Company Name: | | | |
| Company Address: | | | |
| Contact Tel no: | | Contact email: | |
| Position Held: | | Reporting to: | |
| Reason for Leaving: | | | |

| EMPLOYER 2 | | | | |
|----------------------------|------------------------------|--|----------------------------|--|
| Employment Dates: | From: (Month/Year) | | To: (Month/Year) | |
| Company Name: | | | | |
| Company Address: | | | | |
| Contact Tel no: | | | Contact email: | |
| Position Held: | | | Reporting to: | |
| Reason for Leaving: | | | | |
| EMPLOYER 3 | | | | |
| Employment Dates: | From: (Month/Year) | | To: (Month/Year) | |
| Company Name: | | | | |
| Company Address: | | | | |
| Contact Tel no: | | | Contact email: | |
| Position Held: | | | Reporting to: | |
| Reason for Leaving: | | | | |
| EMPLOYER 4 | | | | |
| Employment Dates: | From: (Month/Year) | | To: (Month/Year) | |
| Company Name: | | | | |
| Company Address: | | | | |
| Contact Tel no: | | | Contact email: | |
| Position Held: | | | Reporting to: | |
| Reason for Leaving: | | | | |

DECLARATIONS

I certify that to the best of my knowledge, the information that I have given in my application for employment is true and complete and understand that any false statement or omission to the Company or its representatives may render lead to termination of employment without notice. I understand and agree that if so required I will make a Statutory Declaration in accordance with the provisions of the Statutory Declarations Act 1835 in confirmation of previous employment or unemployment. I authorize the Company or its agents to approach Government agencies, former employers, educational establishments, criminal justice agencies and personal referees for information relating to and verification of my employment/unemployment record. I consent to the Company's reasonable processing of any personal information obtained for the purposes of establishing my medical condition and future fitness to perform my duties. I accept that I may be required to undergo a medical examination where requested by the Company. Subject to the Access to Medical Reports Act 1988, I consent to the results of such examinations to be given to the Company and authorize the Company to make a consumer information search with a credit reference agency, which will keep a record of that search and may share that information with other credit reference agencies. I further declare that any documents that I provide as proof of my identity, proof of address, proof of right to work and any other documents that I provide are genuine and give my consent for these documents to be examined under a UV scanner or similar device. I acknowledge that any falsified documents may be reported to the appropriate authority.

DATA PROTECTION ACT 1998

The Company will use the information you have given on your application form (together with any information which we obtain with your consent from third parties) for assessing your suitability for employment. It may be necessary to disclose your information to our agents and other service providers. By returning this form to the Company you consent to our processing personal data about you where this is necessary, for example information about your credit status, ethnic origin or criminal offences. You also consent to the transfer of your information to your current and future potential employers where this is necessary (this may be to companies operating abroad if you apply for work outside of the United Kingdom). Your information will be held on our computer database and/or in our paper filing systems. By signing below you agree to this process and confirm that you do not have a criminal record subject to the current Rehabilitation of Offenders Act and any amendments. You have the right to apply for a copy of your information (for which we may charge a small fee) and to have any inaccuracies corrected.

DISCLOSURE

You are applying for a position of trust and in the event of being offered employment by the Company we may apply for a Disclosure. However, having a criminal record does not necessarily bar you from employment. For more information ask a member of staff for a copy of the CRB Code of Practice/Disclosure Scotland and/or Company our policy statement regarding ex-offenders. Disclosure information is treated in a sensitive way and is restricted to those who need to see it to make a recruitment decision. By signing this document you allow the Company to see a copy of the Disclosure. The Disclosure information is not retained i.e. it is disposed of within the timescales recommended in the CRB Code of Practice. By signing below you agree to this process.

SCREENING

Any offer of employment is subject to satisfactory screening, that the applicant consents to being screened and will provide information as required. That the information provided is correct, and the applicant acknowledges that any false statements or omissions could lead to termination of employment.

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| Applicant Name | |
| Applicant Signature: | |
| Date: | |