

Application Form

STRICTLY CONFIDENTIAL



Specialists in personnel screening

Vetting Solutions Centre
City House
Swallowdale Lane
Hemel Hempstead HP2 7EA
Tel: +44 (0) 845 643 5836
Fax: +44 (0) 845 643 5837
enquiries@vetting.co.uk

Company Name: _____

Service Required: _____

- Attached Docs :
- | | | |
|-------------------------|--------------------------|----------------------|
| Signed application form | <input type="checkbox"/> | (tick when complete) |
| Proof of ID | <input type="checkbox"/> | |
| Proof of Address | <input type="checkbox"/> | |
| Right to Work | <input type="checkbox"/> | |

PLEASE COMPLETE IN BLOCK CAPITALS USING BLACK INK

Title Mr/Mrs/Ms/Other First Names

Surname Maiden/Former Name (list all previous names)

Present Address.....

..... Post Code.....

Please state ALL previous addresses where you have lived for the past five years, continue on a separate sheet if necessary:

..... Post Code.....

..... Post Code.....

..... Post Code.....

..... Post Code.....

Position Applied for Home Tel Work Tel

Mobile..... E-Mail Date of Birth.....

Place of Birth Nationality Marital Status.....

National Insurance No..... Do you hold a current driving licence? Yes No

State any driving conviction in the past five years

Are you subject to Immigration Control? Yes No

If yes, do you have an unrestricted entitlement to take up employment in the UK? Yes No

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

Are there any alleged offences outstanding against you? Yes No If yes to either question, give details

.....

Has any order been made against you by a Civil or Military Court or Public Authority? Yes No

If yes give details

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 DSS Office to which you reported or the name of a person (not a relative) who can confirm your whereabouts.

IF YOU DO NOT WISH US TO CONTACT YOUR CURRENT EMPLOYER PLEASE TICK HERE

<i>Name and Full Address of Current Employer or Name of Job Centre/DSS Office</i>	<i>Details</i>	<i>Unemployment/ Employment Dates</i>
Name	Position held	Month/Year
Address	Reporting to	From /
Postcode	Reason for Leaving	To /
Telephone Fax		

<i>Name and Full Address of Previous Employer or Name of Job Centre/DSS Office</i>	<i>Details</i>	<i>Unemployment/ Employment Dates</i>
Name	Position held	Month/Year
Address	Reporting to	From /
Postcode	Reason for Leaving	To /
Telephone Fax		

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<i>Name and Full Address of Previous Employer or Name of Job Centre/DSS Office</i>		<i>Details</i>	<i>Unemployment/ Employment Dates</i>
Name		Position held	Month/Year
Address		Reporting to	From /
Postcode		Reason for Leaving	To /
Telephone	Fax		
Name		Position held	Month/Year
Address		Reporting to	From /
Postcode		Reason for Leaving	To /
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Postcode		Reason for Leaving	To /
Telephone	Fax		
Name		Position held	Month/Year
Address		Reporting to	From /
Postcode		Reason for Leaving	To /
Telephone	Fax		
Name		Position held	Month/Year
Address		Reporting to	From /
Postcode		Reason for Leaving	To /
Telephone	Fax		
Name		Position held	Month/Year
Address		Reporting to	From /
Postcode		Reason for Leaving	To /
Telephone	Fax		

PERSONAL REFERENCES

Give the names and addresses of two people (one of whom should preferably be a previous employer), who have known you well for at least two years, are still on contact with you and who will provide a written reference. **They should not be relatives.**

Name.....	Name.....
Address.....	Address.....
.....
.....Post CodePost Code
Tel No.....	Tel No.....
Occupation.....	Occupation.....
How long known	How long known.....

Authorisation and Compliance



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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. 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 it's 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 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

Vetting Solutions Centre Ltd 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 us you consent to our processing sensitive personal data about you where this is necessary, for example information about your health, your credit status, ethnic origin, qualifications 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 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 your being offered employment by Vetting Solutions Centre Ltd or one of its clients we may apply for a Disclosure. However, having a criminal record does not necessarily bar you from employment. For more information ask one of our helpful staff for a copy of the CRB Code of Practice and/or 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 Vetting Solutions Centre Ltd and your employer 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.

Applicant Name **NI Number**

Applicant Signature **Date**