

### **ITEMS YOU MUST BRING TO THE INTERVIEW**

- **1 X CURRENT PASSPORT PHOTOS**
- **PROOF OF ID** (PICTURE DRIVING LICENCE & BIRTH CERTIFICATE OR CURRENT PASSPORT)
- **PROOF OF NI**
- **BANK DETAILS**
- **PROOF OF ADDRESS:** UTILITY BILL
- **DETAILS OF 4 REFERENCES (2 EMPLOYER, 2 CHARACTER)** If you were working at a Company via a recruitment agency, please give us the details of the agency rather than the Company direct.
- **CSCS CARD**
- ANY OTHER RELEVANT DOCUMENTATION SUCH AS WORK VISA, REFERENCE LETTERS, CERTIFICATES OR FORCES DOCUMENTS MEDICAL CARD & CHANGE OF NAME

### **IMPORTANT**

It is vital that you complete a 10 year work history and leave no gaps. If you were unemployed and claiming benefits, please provide proof for each time you were unemployed and the dates that you were claiming benefits. If you were not employed or claiming benefits, please explain what you were doing during this period.

Contact the recruitment department on

Date:.....  
Office use only

Consultant:.....

**APPLICATION FORM**

Please write clearly using block capitals.

**Title** (please delete as appropriate):

**Surname:**

**First Name:**

Mr / Mrs / Miss / Ms / Other

**Address (in UK):**

**Postcode** (if known):

**Contact Numbers** (please include STD code):

**Date of Birth:**

**Telephone:** (.....) .....

**E-mail Address:**

**Mobile:** (.....) .....

**Do you require a permit to work in the UK?**  
YES / NO

**National Insurance No:**

**QUALIFICATIONS**

(Please give details of all schools attended since the age of 11)

Name & Address of School	Level & Subjects	Grade	Year Obtained

(Please give details of all colleges / universities attended)

Name & Address of College / University	Level & Subjects	Grade	Year Obtained

**EMPLOYMENT HISTORY – this must cover the past 10 years of employment. Please give details of any gaps in employment. Prior employers will be asked to provide a professional reference.**

Name, & Address of Employer	Phone no	Dates		Nature of Business	Position Held & outline of duties	Reason for leaving
		From	To			

**Medical history**

Do you have any medical conditions that may affect your ability to work?

YES/NO

If yes, please give details below:

.....

**Criminal Convictions**

Do have any unspent criminal convictions?

YES/NO

If yes, please give details below:

.....

Do you have any prosecutions pending against you?

YES/NO

If yes, please give details below:

.....

Do you have any outstanding County Court Judgments for debt?

YES/NO

If yes, please give details below:

.....

**Driving license**

Do you hold a UK car license?

YES/NO

Do you own your own transport?

YES/NO

Do you have any motor offences?

.....

**CSCS Card**

Do you have a CSCS CARD?

YES/NO

Registration No

.....

Expiry Date

**Service Record** (Delete where appropriate) From:.....To:.....

Royal Navy / Army/ R.A.F / Police Fire Service / Merchant Navy

If service in the Army, state Regiment or corps.....

If service in Police / Fire Brigade, state name of force or Brigade.....

Rank attained.....Decoration.....

Conduct record.....

Reason for leaving.....

**PLEASE ENSURE ALL 4 REFERENCES ARE COMPLETED IN FULL, AS PART OF THE SCREENING PROCESS**

<b>EMPLOYER REFERENCE:</b> If employed 2 references must be provided from previous employers over the last 10 years. If self-employed, 2 references eg. Solicitor, accountant or companies who you have traded with.	
Name:	Name:
Address:	Address:
Postcode:	Postcode:
Email	Email
Telephone No:	Telephone No:
Position:	Position:
<b>1. CHARACTER REFERENCE</b> (this cannot be a family member or someone you live with and should be someone you have known for over 2 years in the last 5 years)	<b>2. CHARACTER REFERENCE</b> (this cannot be a family member or someone you live with and should be someone you have known for over 2 years in the last 5 years)
Name:	Name:
Address:	Address:
Postcode:	Postcode:
Email	Email
Telephone No:	Telephone No:
Relationship:	Relationship:

<b>Next of Kin details</b>
Name.....
Tel No.....
Relationship.....

## Declaration

I understand that my employment is subject to satisfactory screening. I authorise Worldsite 52 Ltd to carry out such enquiries as may be necessary at the Company's discretion, into my background and employment / unemployment record.

\*see below

I confirm that information contained with this application form is complete and correct and that any untrue or misleading information will give Asset Security & Protection the right to terminate any contract for services offered.

I agree that should I be successful in this application, I will, if required apply to the Criminal Records Bureau/Scottish Criminal Records Office for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of Asset Security & Protection, any offer of employment may be withdrawn or my employment terminated.

I hereby certify that I have filled in this application form myself and that I have read, understood and agree to abide by the above Declaration.

Signature of applicant.....Date.....

Name of applicant.....

\*Note: Your present employer will not be approached without your permission

**Fair Processing Notice**

The Company shall comply with the provisions of the Data Protection Act 1998 in relation to you. The Company may process all details it obtains from you to enable the Company to do business with you on behalf of you. Your submission of all the information contained in this application form will be considered as granting this consent.

Any information gathered will only be used in the context of the business the Company conducts for you and for any other purpose required for fair processing of your data. You may notify the Company to cease processing the data if you are unhappy with the Company uses your personal data or wish the Company to cease using any data that you have voluntarily given to the Company.

The Company may disclose your personal data as required by law including, without limitation

To prevent a crime, discharge a statutory duty or as required by a court order in context of legal proceedings. Within the Company's business, the Company may disclose information to prospective employers and other Companies that would need information so as to provide the services you have requested.

I certify that the information that I have given is true to the best of my knowledge and that any false information may result in my employment being terminated without notice. I give you permission to contact any of the above referees.

Signature of applicant.....Date.....

Name of applicant.....

## EQUAL OPPORTUNITY MONITORING

We are an equal opportunity employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation, gender reassignment, age or disability, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Our selection criteria and procedures are frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

All employees and temporary workers are given equal opportunity and are encouraged to progress within the organisation.

We are committed to an ongoing programme of action to make this policy fully effective. To ensure that this policy is fully and fairly implemented and monitored, and for no other reason, would you please provide the following information:-

I would describe my ethnic group and sex as:- (please tick one box for your ethnic group and one box for your sex)

A) White

- English  Scottish  
 Welsh  Irish  
 Any other White background, please specify.....

B) Mixed

- White and Black Caribbean  White and Black African  
 White and Asian  
 Any other Mixed background, please specify.....

C) Asian, Asian British, Asian English, Asian Scottish or Asian Welsh

- Indian  Pakistani  
 Bangladeshi  
 Any other Asian background, please specify.....

D) Black, Black British, Black English, Black Scottish or Black Welsh

- Caribbean  African  
 Any other Black background, please specify.....

E) Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or other Ethnic Group

- Chinese  
 Any other background, please specify

F) Sex

- Male  Female

Name:..... Signed:.....

Date:..... Job title:.....

**PERSONAL REFERENCE AND EMPLOYMENT VERIFICATION  
AND AUTHORITY TO SUPPLY PERSONAL INFORMATION**

**Please read carefully before signing this form**

I understand that employment with the company is subject to satisfactory references and screening in accordance with BS7858

I undertake to cooperate with the company in providing any additional information required to meet these criteria

I authorise the company and/or its nominated agent to approach previous employers, schools/colleges, character referees or government agencies to verify the information I have provided is correct.

I authorise 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 agencies.

I understand that some of the information I have provided in this application will be held on computer and some or all will be held in manual records.

I consent to the company's reasonable processing of any sensitive personal information obtained for the purposes of establishing my medical condition and future fitness to perform my duties. I accept that I maybe required to undergo a medical examination where requested by the company. Subject to the Access to Medical Records Act 1988 I consent to the results of such examinations to be given to the company. 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 hereby certify that, to the best of my knowledge the details I have given in my application form are complete and correct. I understand that any false statement or omission to the company or its representatives may render me liable to dismissal without notice.

In accordance with the provision of sections 21 & 34 (6) of the Data Protection Act 1984

I (name) \_\_\_\_\_

Of (address) \_\_\_\_\_  
\_\_\_\_\_

Hereby authorise Worldsite 52 ltd to gather personal information for employment screening purposes.

My National Insurance number is \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_