

Application Form

STRICTLY CONFIDENTIAL



HCO Vetting Limited
t/a Vetting Solutions Centre
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575-599 Maxted Road
Hemel Hempstead
HP2 7ED
Tel: +44 (0)845 643 5836
Fax: +44 (0)845 643 5837
Email: solutions@vetting.co.uk

Company Name: _____

Service Required: Credit check

Attached Docs : Signed application form (tick when complete)
Proof of ID
Proof of Address

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**

..... **Post Code**

Position Applied for **Home Tel** **Work Tel**

Mobile **E-Mail** **Date of Birth**

Place of Birth **Nationality** **Marital Status**

National Insurance No

Authorization and Compliance

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 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 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 Vetting Solutions Centre 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. 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.

Applicant Name **NI Number**

Applicant Signature **Date**