

Application Form(4 pages)

STRICTLY CONFIDENTIAL



HCO Vetting Limited
t/a Vetting Solutions Centre
Suite E14, IMEX Building
575-599 Maxted Road
Hemel Hempstead
HP2 7DX
Tel: +44 (0)845 643 5836
Fax: +44 (0)845 643 5837
Email: solutions@vetting.co.uk

Company Name: _____

Service Required: _____

- Attached Docs :
- Signed application form (tick when complete)
 - Proof of ID
 - Proof of Address
 - Proof of Right to Work

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 six 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? (including CCJ's, bankruptcy, voluntary arrangements / IVA's)? 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 any Education which falls within that period. Please supply course details for College/University
- Self Employment. Please supply Accountants details & confirm the name of your Company you was working through & the nature of your business. We also need to know the reason why you stopped being self-employed.
- If you were unemployed & claiming benefits you need to get a letter from the benefits office confirming all the dates you were claiming within 5 years.
- If you worked at a company through an agency we require the agency details.
- If you have any gaps in your employment record, please state what you were doing (you will be asked to supply some proof of your whereabouts/activities) and the name of somebody that can verify it

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

Career history continued \.....

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		

Name	Position held	Month/Year
Address	Reporting to	From /
Postcode	Reason for Leaving	To /
Telephone Fax		

*** Continue on a separate sheet of paper if required*

CHARACTER REFEREES

Give the names and addresses of two people who have known you well for at least two years, are still in contact with you and who will provide a written reference. **They should not be relatives, live at the same address as you or former employers.**

Name.....	Name.....
Address.....	Address.....
.....
.....
Post Code	Post Code
Tel No.....	Tel No.....
How do you know them?	How do you know them?
How long have you known them?	How long have you known them

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.

DISCLOSURE

You are applying for a position of trust and in the event of your being offered employment by Vetting Solutions Centre 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 Disclosure and Barring Service (DBS) 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 consent to the Vetting Solutions Centre 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 DBS Code of Practice. By signing below you agree to this process.

Applicant Name **NI Number**

Applicant Signature **Date**