



## BS7858 2012 Screening Candidate Application Form:

<b>Company Name:</b> <b>SECURITAY LIMITED</b>
<b>Position applied for:</b>
<b>Official Start Date:</b>

Personal Details	
Title:	Address:
First Name(s):	
Surname:	Post Code:
Aliases: i.e. any name(s) used in addition to current or previous name(s):	Tel . No:
	Mobile:
	Email:
Marital Status:	Date of Birth:
Nationality:	National Insurance No:

Please state any previous addresses that you have lived at in the past five years.	
Address 1	
Address 2	
Address 3	
Address 4	
Address 5	

PLEASE PROVIDE DETAILS OF ANY PUBLIC DATA RECORDS HELD
Please list any and all CCJ's, bankruptcies and insolvencies held under your current and or former names.
1.
2.
3.

**Starting with your last or current employer, give full details of your background history for the last five years. Include any periods of full time education, self employment and military service. For any periods of unemployment please state the address of the DWP office to which you reported.**

Current Employment/Self-employment/Education/DWP etc					
Name:	Contact Details	Position Held	Reporting to	Reason for Leaving	Employment dates
Address:	Tel:				Start:
	Fax:				Leave:
Post Code:					
Can your current employer be contacted for a reference?			(Yes / No)		

Previous Employment/Self-employment/Education/DWP etc					
Previous Employers / Other.	Contact Details	Position Held	Reporting to	Reason for Leaving	Employment dates
Name:	Tel:				Start:
Address:					
	Fax:				Leave:
Post Code:					
Name:	Tel:				Start:
Address:					
	Fax:				Leave:
Post Code:					
Name:	Tel:				Start:
Address:					
	Fax:				Leave:
Post Code:					
Name:	Tel:				Start:
Address:					
	Fax:				Leave:
Post Code:					

**Personal & GAP references:**

Give the names of two people, who you have known well for the period required below, are still in contact with and who will provide a written reference for you. They should not be a **previous employer, blood relatives** or anyone living at the same address.

**Personnel Referee: MIN 2 YEARS**

**GAP Referee: MIN 5 YEARS**

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Tel No \_\_\_\_\_

Tel No \_\_\_\_\_

Occupation \_\_\_\_\_

Occupation \_\_\_\_\_

How long known \_\_\_\_\_

How long know \_\_\_\_\_

**SECURITAY LIMITED**



Candidate letter of Consent.

**Consents and 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 authorise the company or it's agents to approach Government agencies, former employers, educational establishments, criminal justice agencies, credit reference agencies and personal referees for information relating to and verification of my employment and 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.**

Check Your Staff 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. We may also use the services of UK credit reference agencies or agents of these UK credit reference agencies to perform online identity, address, credit worthiness and other checks for the purposes of anti money laundering and fraud prevention purposes. 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.

**Applicant Name:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_

**Date of birth:** \_\_\_\_\_

**Date** \_\_\_\_\_