

Personal Reference Request & Employment Verification

Please read carefully before signing this application form

I understand that employment with the company is subject to satisfactory and security screening in accordance with BS 7858:2012

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

I authorise the company and/or its nominated agent to approach previous employer's schools/collages, character referees or Government Agencies to verify that 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 reference agencies.

I understand that some of the information I provided in this application will be held on a 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 may be 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

Data Protection Act 1998:

The Company will use the information you have given on your application form (together with any information which we may 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 the company you consent to our processing personal Data about you where this is necessary (this may be to companies abroad if you apply for work outside of the United Kingdom)

Your Information will be held on our computer database and/or 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 a right to apply for a copy of your information (for which we may charge a small fee) and to have any inaccuracies corrected.

Screening:

Any offer of employment is subject to satisfactory screening, the applicant consents to being screened and will provide information as required. The information provided is correct, and the applicant acknowledges that any false statements or omissions could lead to termination of employment. Misrepresentation or failure to disclose material facts, either during application or throughout employment may constitute grounds for withdrawal of an employment offer or termination of employment and/or legal action

I hereby certify that, to the best of my knowledge, the details I have given in this 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.

Print Name:.....

Signature:.....

NI Number:.....

Date:.....