



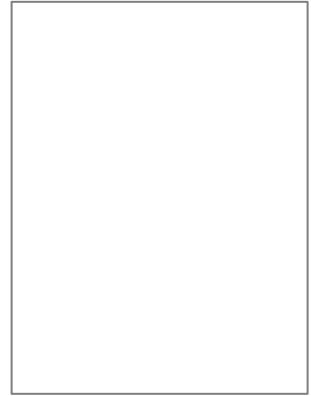
EMP NO:

(for office use only)

Employment Application Form

Position Applied for: _____

Candidate Reference Number UDPR (officer Use only): _____



The 5 Year Application form, when fully completed, ensures compliance with British Standards of individuals employed in a front facing environment – code of practice. **Please fill the form with BLOCK CAPITAL LETTER (including emails).** If a question or section does not apply to you insert 'NO' or 'N/A'. if additional space is required use the note section at the end of application. **Your security screening cannot begin if you fail to fully complete this application form.**

PERSONAL DETAILS

Title: (Mr/Mrs/Ms/Miss)	Date of Birth:		DD	MM	YYYY
Surname:					
First Name:					
Are you now, have you ever been, or were you at birth known by a different name?	Yes		No		
If Yes, full the details below					
Surname					
First Names:					

Current Address:			
	From what date are you at this address:		
Permanent Address: (if different from above)			
Home Phone Number:		Mobile Number:	
Email Address:			
Country of Birth:		Nationality:	
Date of Entry in UK: (if applicable)		NI Number:	



LICENSE DETAILS

Driving license: (tick one)		Full	Provisional	None
License Number: (if applicable)				
Do you own a vehicle?	Yes	No	Vehicle Type:	

EDUCATION & TRAINING:

QUALIFICATION	FROM	TO	SCHOOL/COLLEGE/UNIVERSITY NAME

SERVICE RECORD:

Fill it if this is applicable, otherwise move to section 5.

FORCE: (pick one)	Army	Royal Navy	RAF	Police
Dates:	DD/MM/YYYY	to	DD/MM/YYYY	
Unit/ Regiment:	Service Number:			
Rank Held:				
Reason for Leaving:				

EMPLOYMENT HISTORY:

Starting with your last or present employer, give details of your employment history for the last 5 years, including details of full-time education if it falls within that period. Include periods of self-employment and military service. For any periods of unemployment give the address of the DWP Office to which you reported or the name of a person (not a relative) who can confirm your whereabouts. Please ask management if you need more sheets:

Do you want your current employer to be contacted before the offer?	Yes	No
*Once the contract has been signed procarrers will contact the employer to get the reference.		



Procarers Limited

Employer details or job centre / DWP office		Details		Employment / Un-employment Details Month/ Year	
Company Name:		Position Held:		From:	
Address:		Reporting To			
		Reason for Leaving:		Date:	
Telephone:					
Email Address:					

Employer details or job centre / DWP office		Details		Employment / Un-employment Details Month/ Year	
Company Name:		Position Held:		From:	
Address:		Reporting To			
		Reason for Leaving:		Date:	
Telephone:					
Email Address:					

Employer details or job centre / DWP office		Details		Employment / Un-employment Details Month/ Year	
Company Name:		Position Held:		From:	
Address:		Reporting To			
		Reason for Leaving:		Date:	
Telephone:					
Email Address:					

Employer details or job centre / DWP office		Details		Employment / Un-employment Details Month/ Year	
Company Name:		Position Held:		From:	
Address:		Reporting To			
		Reason for Leaving:		Date:	
Telephone:					
Email Address:					



Procarers Limited

Employer details or job centre / DWP office		Details		Employment / Un-employment Details Month/ Year	
Company Name:		Position Held:		From:	
Address:					
		Reporting To		Date:	
Telephone:		Reason for Leaving:			
Email Address:					

NEXT OF KIN:

Please provide contact details of any close friends or relative, who can be contacted in case of emergency:

Name:			
Relationship:			
Address:			
Home Phone Number:		Mobile Number:	

CRIMINAL CONVICTIONS & OFFENCES EFFECTING LICENSING:

Subject to the rehabilitation of offenders Act 1974, have you ever been fined, imprisoned, placed on probation discharged on payment of costs or had any orders made against you by criminal, civil or military court?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, please give details below:		
Please acknowledge that you will inform us in case of any criminal offences	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are there any alleged offences outstanding against you?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, please give details below:		
Have you ever been declared bankrupt?	Yes <input type="checkbox"/>	No <input type="checkbox"/>



Procarers Limited

If Yes, please give details below:

Have any county court judgments been issued against you?

Yes

No

If Yes, please give details below:

DOCUMENT CHECKLIST:

Please bring original documents on your interview, tick to confirm you have the following:

Completed Application form	<input type="checkbox"/>
Signed Application form	<input type="checkbox"/>
1 Passport Size Photograph	<input type="checkbox"/>
Passport / Visa	<input type="checkbox"/>
2 proof of address	<input type="checkbox"/>
Driving license (if applicable)	<input type="checkbox"/>
NI Number / NI card	<input type="checkbox"/>
CRB/DBS	<input type="checkbox"/>
Other	<input type="checkbox"/>



AUTHORIZATION & COMPLIANCE:

I understand that employment with this company is subject to references and screening in accordance with Industry Standards.

I confirm that the information I have provided on my application is true and complete to the best of my knowledge. I understand and agree that I will be subject to any or all of the following checks:

- Address check
- Financial probity check which the company will retain on file
- ID verification checks
- Academic/professional qualification check
- Employment history, including any periods of unemployment/self-employment and any gaps
- Criminal background check

I authorize the company or its agents to approach government agencies, former employers, educational establishments, for information relating to and verification of my employment or unemployment history, a consumer information search and ID check with a credit reference agency, which will keep a record of those searches in line with current legislation.

I further declare that any documents that I provide as proof of my identity, proof of address, and any other documents that I provide are genuine and that any falsified documents may be reported to the appropriate authority. I understand that it may be a criminal offence to attempt to obtain employment by deception and that any misrepresentation, omission of a material fact or deception will be cause for immediate withdrawal of any offer of employment.

I accept that I may be required to undergo a medical examination where requested by 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 understand that any false statement or omission to the company or its representatives may render me liable to dismissal without notice.

By signing this declaration, I agree that I have provided complete and true information in support of the application and that I understand that knowingly making a false statement for this purpose is a criminal offence.

Please sign to confirm you agree to the above processing terms:

Name:	
Date	
Signature:	



CRIMINAL BACKGROUND CHECK

You are applying for a position of trust and in the event of being offered employment by the company we may apply for a criminal background check. However, having a criminal record does not necessarily bar you from employment. For more information ask a member of staff for a copy of the appropriate criminal record body code of practice and/or our company policy statement regarding ex-offenders. Criminal record 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, upon request you agree to provide a copy of the criminal record certificates. The criminal background information is not retained. By signing below, you agree to this process.

SCREENING

The applicant consents to being screened in accordance with British Standard and will provide information as required. Any offer of employment is subject to satisfactory screening and the applicant acknowledges that any false statements or omissions could lead to termination of employment.

Name:	
Date	
Signature:	



DATA PROTECTION CONSENT:

PERSONAL DATA THAT WE COLLECT

Procarers Services Ltd collects data to operate effectively according to the requirements of the industry. You provide some of this data directly, such as when you provide us with your personal information, CV, Passport/ Birth certificate, proof of address, DBS / CRB and NI number.

HOW WE USE PERSONAL DATA

Procarers Services Ltd subjects to full screening in accordance with BS which requires to procarers to get confirmation from your previous employers, educational institute and personal referees. It also requires procarers to keep record of your DBS and credit checks.

CONSENT TO HOLD YOUR DATA

You will have choice with your Application if your data should be held with our organisation for any other opportunities if you don't get selected this time.

STORING YOUR DATA

We store your data in a safe and secure manner for 24 months only with if you have given us permission to hold your data. You will be given a Unique Personal Data Reference (UPDR) at the time of submitting your data.

RETENTION OF YOUR DATA

The UPDR will help us locate your data when you want to access your data during the time of 24 months. The maximum time to handover your data is 1 month from the time of request. You will have the full right to erasure, restrict processing, portability (in organisation) and rectify your data.

SHARING YOUR DATA

Procarers Services Ltd will only share your personal data to do screening checks and only with the relevant clients following the same EU GDPR. Other than these your data will not be shared.

ERASURE OF YOUR DATA:

There are two conditions how and when your data will be erased

Condition 1: if you have consented us to withhold your data for future opportunities:

Your data will stay with us for 24 months after this your data will automatically be deleted from our system and hardcopies will be shredded.

Condition 2: if you have not consented us to withhold your data after the application has been closed

Your data will be erased, and hardcopies will be deleted as soon as the position has been filled.

Do you allow us to keep your data for the advertised job?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you allow us to screen your data for the advertised job?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you allow us to secure your data for any other job opportunity within the organisation?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Date			
Sign			