



Data Protection Act Number (PZ9665125)  
**0845 2578878**

**Application Form**  
**STRICTLY CONFIDENTIAL**

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Branch Location: \_\_\_\_\_ Tel Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Please insert an X in the boxes below which pre-employment checks you wish GREENFIELDS to action, you may tab through the application then Fax it back to 01953 889418.**

<i>Action List please put an X where applicable</i>			
ID and Address Verification		Certification Checks	
Financial Background Checks		FSA Register Check	
CRB Check (Basic)		Directorship Checks	
CRB Check (Standard)		Media Checks	
CRB Check (Enhanced)		Professional Memberships	
List 99 Checks		Professional Affiliations	
POVA First Check		Company Information Checks	
2 Years Reference Checks		Landlord Reference	
3 Years Reference Checks		Tenant Reference	
5 Years Reference Checks		BS 7858 Screening (Without CRB Check) 5 yrs	
10 Years Reference Checks		BS 7858 screening (with CRB Check) 5 yrs	
Employment Gaps Checks (more than 12 weeks)		BS7858 10 yrs screening	
Bank of England Sanctions Check		BS 7858 without SIA Licence	
Academic Qualifications Checks		DVLA check	

PLEASE COMPLETE IN BLOCK CAPITALS USING BLACK INK

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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:

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SIA Licence Badge Number.....

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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 .....

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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

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Have you, ever been fined, 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

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Has any order been made against you by a Civil or Military Court or Public Authority? Yes  No

If yes give details .....

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## EMPLOYMENT RECORD

**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 DSS Office to which you reported.**

**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/DSS Office</i>	<i>Details</i>	<i>Unemployment/ Employment Dates</i>
Name	Position held	Month/Year
Address	Reporting to	From /
Postcode	Reason for Leaving	To /
Telephone		
Fax		

<i>Name and Full Address of Previous Employer or Name of Job Centre/DSS Office</i>	<i>Details</i>	<i>Unemployment/ Employment Dates</i>
Name	Position held	Month/Year
Address	Reporting to	From /
Postcode	Reason for Leaving	To /
Telephone		
Fax		

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Telephone Fax		

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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		

## Academic Qualifications

<i>Name and Full Address of University or College</i>	<i>Details</i>	<i>Course Dates</i>
Name	Course	Month/Year
Address	Grade	From        /
Postcode	Other:	To            /
Telephone Fax		

<i>Name and Full Address of University or College</i>	<i>Details</i>	<i>Course Dates</i>
Name	Course	Month/Year
Address	Grade	From        /
Postcode	Other:	To            /
Telephone Fax		

### PERSONAL REFERENCES

Give the names and addresses of two people (one of whom should preferably be a previous employer), who have known you well for at least **five years**, are still on contact with you and who will give us a written reference. **They should not be relatives.**

Name..... Name.....

Address..... Address.....

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..... Post Code ..... Post Code .....

Tel No..... Tel No.....

Occupation..... Occupation.....

How long known ..... How long known.....



## **Authorisation 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.

### **DATA PROTECTION ACT 1998**

Greenfields Risk Management 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.

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.

### **DISCLOSURE**

To verify gaps in your employment record we may ask for your permission to apply for a Disclosure. Greenfields Risk Management Ltd is an Umbrella Registered Body as defined by the Criminal Records Bureau (CRB). You are applying for a position of trust and in the event of your being offered employment by Greenfields Risk Management Ltd 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 CRB 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 agree to show a copy of the Disclosure to your employer on request. The Disclosure information is not retained i.e. it is disposed of within the timescales recommended in the CRB Code of Practice. By signing below you agree to this process.

**#please ensure that a photo copy of the following: Id (i.e., SIA License, Passport or driving license) and a utility bill with your address on is supplied with this application form#**

**Applicant Name .....**      **NI Number .....**

**Applicant Signature .....**