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APPLICATION FORM

APPLICATION NAME	
TITLE:	
SURNAME:	
FORENAME:	

Personal Information

Please complete and return to:

Personal Information	Where did you hear about this vacancy
Surname/Family Name: Mr/Mrs/Miss/Ms/Other	Newspaper Advertisement
Forenames:	Agency
Address:	Internet
Previous Address: (If your address has changed in the last 5 years give previous addresses, use a separate sheet if necessary)	Referral
Email Address:	Please give details:

Previous Names (If applicable)	
National Insurance Number	
Telephone – Home	
Telephone – Mobile	
Availability to be contacted	
Have you ever been employed /or applied for a position at CLC?	
If yes, please provide details and when considering you for this role we may refer to previous applications	
Are you related to anyone at CLC? If so please provide details	

General

Tick the box if you have any of the following

Driving History: This information is requested so that we can assess your suitability for driving duties and ensure we comply with legal obligations. We may be asked to disclose this information to our insurers.

Do you have a valid UK driving licence?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If yes, please state date of passing:
Do you have access to a vehicle which can be used for work purposes (if applicable for the position for which you are applying)?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Do you have any endorsements?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If yes, please give details

Financial History

If yes, please give details

Have you ever been declared bankrupt or insolvent?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Have you ever had a County Court Judgement entered against you?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Have you ever defaulted on any Financial Agreement?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Have you ever been disqualified as a company director?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Have you ever been subject to a disciplinary investigation by a regulator or Government Body or Agency? Currently or in the last 5 years?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Have you been involved as a Director, Secretary or Partner with any Financial Services Business that has ceased to trade, gone into insolvency, liquidation or administration in the last 5 years?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	

Health

How many days and on how many occasions have you been absent from work as a result of sickness in the past 24 months?

Do you have any health problems which may affect your ability to carry out the job you are applying for?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If yes, please give details:
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Are you aware of any details of any adjustment that the company should consider taking to assist you in the recruitment process or in the workplace, in light of any disability?

The information will be used to enable the company to assess your suitability for the employment you have applied for, and enable us to comply with our Health and Safety and Disability Discrimination obligations. We may need to seek the opinion of a doctor to help us to do this and the information provided in this form will be given to the doctor for that purpose. If we seek such an opinion, you will be told in advance and given details of the doctor in question. You may be asked to provide further information about your health and medical condition, undergo medical examination and, where necessary, relevant tests. The doctor will provide details of any examination and tests to the company. The doctor may need to refer to your GP medical records and if so, you will be asked to provide authority for these to be disclosed to the doctor. You will be given a copy of any medical opinion and given the opportunity to tell the company if you don't agree with it. We will treat information in the strictest confidence and only use it for the purposes described. We will not disclose information to other than the relevant doctor and it will only be viewed by the relevant personnel within the company for reasons described.

Declaration for the use of Health Information

I declare that to the best of my knowledge and belief the answers to the questions above are complete and accurate. I agree that the details here may be given to a doctor for medical opinion and that, if required, I will undergo a medical examination to be performed at the company's expense, including any tests necessary to determine the state of my health in relation to my ability to perform the role applied for. I agree that I will give my authority for information to be requested from my GP, where reasonably requested. I understand that if I am appointed and the information I have provided on this form or to the doctor is incorrect, this may lead to disciplinary action including possible dismissal.

Signature		Date	
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Rehabilitation of Offenders Act 1974

You must declare any criminal convictions unless they are 'spent' under the above act. You are not required to disclose any convictions which are 'spent' under the Rehabilitation of Offenders Act 1974. Any information given will be treated in the strictest confidence. Failure to disclose such convictions could result in dismissal or disciplinary action by employing organisation.

If appropriate, please state "NO CONVICTIONS TO DECLARE"

Right to Work in the UK (Immigration, Asylum and Immigration Act 2006)

Under the Immigration Asylum and Nationality Act 2006, CLC Finance Limited has a legal duty to check that all new employees are legally entitled to work in the UK. If you are invited to an interview please could you bring along original proof of your right to work in the UK. The list below may help in providing such a document; (a full list can be found at the UK Border Agency website www.ukba.homeoffice.gov.uk)

Either one of these documents

- A passport showing that you are a British citizen or have a right to abode in the United Kingdom or citizen of the UK and Colonies having right of abode in the UK
- A document showing that you are a national of a European Economic Area Country or Switzerland. This must be a national passport or national identity card
- A residence permit issued by the Home Office to a national from a European Economic Area country or Switzerland
- A passport or other document issued by the Home Office which has an endorsement stating that you have a current right of residence in the United Kingdom as the family member of a national from a European Economic Area country or Switzerland who is resident in the United Kingdom
- A passport or other travel document endorsed to show that you can stay indefinitely in the United Kingdom, and that this endorsement allows you to do the type of work you are offering if you do not have a work permit
- A passport or other travel document endorsed to show that you can stay in the United Kingdom, and that this endorsement allows you to do the type of work you are offering if you do not have a work permit

If you do not have any of the documents overleaf then you must produce an original document from Group 1 or 2 below

Group 1

- You must produce an original document giving your permanent National Insurance Number and name. This could be a P45, P60, National Insurance card or a letter from a Government agency

AND ALSO one of the following original documents

- A full birth certificate issued in the United Kingdom, which includes the names of your parents. A birth certificate issued in the Channel Islands, the Isle of Man or Ireland
- A certificate of registration or naturalisation stating that you are a British citizen
- A letter issued by the Home Office to you which indicates that you can stay indefinitely in the United Kingdom, or has no time limit on your stay
- A letter issued by the Home Office to you which indicates that you can stay in the United Kingdom, **and** this allows you to do the type of work we are offering
- An Immigration Status Document issued by the Home office to you with an endorsement indicating that you can stay in the United Kingdom, **and** this allows you to do the type of work we are offering

Group 2

- You must produce an original document of a work permit or other approval to take employment that has been issued by the Home Office

AND ALSO one of the following original documents

- A passport or other travel document endorsed to show that you are able to stay in the United Kingdom and can take the employment in question, OR
- A letter issued by the Home Office to you confirming that you are able to stay in the United Kingdom and can take the employment in question

It will be a condition of your employment that you produce documentation that is required by law to establish your right to work in the UK. You may also be requested to evidence your continuing right to work in the UK annually.

Signature

Date

Declaration – Use of Personal Information

The company will use your information, including that which you provide in this application form to assess your suitability for employment. The company also has a duty of care to ensure that its staff is fit and proper to conduct business whilst in employment. Therefore, where your financial standing is relevant to the job which you are applying for, and if we make a conditional offer of employment to you, we will make searches about you with a credit reference agency. This may include a check of your financial status and verification of your address. The search may also reveal information about your financial associate(s). This search will be recorded at the credit reference agency.

By proceeding with the application, you are declaring that you are entitled to authorise the Company to search in this way. If your application is successful, we may carry out similar searches in the future where appropriate. We will also use this information for personnel administration and management purposes. You have the right of access to your personnel records held by credit agencies. Information (including information about criminal convictions) which are provided or we obtain through your dealings with us will be held within the Company’s records. We may pass on such information as follows:

- To any employer from whom we seek a reference about you; to any potential employer who requests a reference from us.
- To anyone to whom we may transfer our rights and duties under our contract of employment with you.
- If we have a duty to do so or the Law allows us to do so.
- To our regulators.
- To associated organisations

You have a right, on applying in writing and payment of a fee, to receive a copy of the information we hold about you, except for conditional references given by us, and, in certain circumstances received by us.

CIFAS declaration for application for employment

We will check your details with fraud prevention agencies. If you provide false or inaccurate information and we suspect fraud, we will record this. We and other organisations may search and use these records to:

- Help make decisions about credit and credit related services, for you and members of your household;
- Help make decisions on motor, household, credit, life and other insurance policies
- Trace debtors, recover debt, prevent fraud, and to manage your accounts or insurance policies
- Check your identity to prevent money laundering, unless you furnish other satisfactory proof of identity.
- We will check your details/against fraud prevention databases.

Should our investigations identify fraud or the commission of any other criminal offence by you (on your part) when applying for, or during the course of your employment with us, we will record details of this fraud prevention databases. This information may be accessed from the UK and other countries and used by law enforcement agencies and by us and other employers (and potential employers) to prevent fraud.

Consent

I have read the section entitled ‘Use of Personal Information’. By signing this form I can consent to the uses and disclosures of my information (including details about any criminal convictions), which are explained above and in this application form.

I consent to the company performing a DBS search if my application is successful, please note any offer of employment will be subject to a satisfactory DBS search.

I can confirm that all the information contacted in this application form is correct. I understand that any false statements may disqualify me from employment or may lead to termination of my employment.

Signature		Date	
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Application for Employment

Please give details of posts that you have held for the last three years, starting with your current position. Any gaps in employment in the three years must be accounted for.

Current /Most Recent Employer	
Employers Name:	
Employers Address:	
Nature of business:	
Start Date:	End Date:
Job Title:	
Brief Description of duties;	
Reason for leaving;	
Notice Period Required;	
Final Salary;	
Benefits Package;	

Previous Employers	Job Title	Main Responsibilities	Employment Dates	Reasons for Leaving
1)				
2)				

We will require a reference, of which one of the referees should be your present or most recent employer, by signing the declaration below you are giving us your authority to contact them, please note that any offer of employment will be subject to satisfactory references. We will contact your references upon commencement of employment

Signature	
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Education

Include in this section all qualifications. Please also indicate subjects currently being studied. We may ask for evidence of your qualifications at interview.

Place of Study	Qualification	Grade/Result

Relevant training courses attended

Training Provider	Course Title	Duration	Date Completed

