

APPLICATION FOR EMPLOYMENT

Aldium Insurance Services

General Information

Title:	Surname:	Forenames:
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National Insurance Number:

Correspondence Address:

Telephone Number (Home)	Telephone (work)	Personal E-Mail
Please provide details of any dismissal from any employment: (state if none)		
Please provide details of any criminal convictions (other than those spent under the Rehabilitation of Offenders Act)		
Have you ever been subject of a County Court Judgment or order or is anything similar outstanding?		

Have you ever been adjudged bankrupt, subject to a receiving order, entered into an agreement or composition with creditors, involved in any business which has gone into liquidation, subject to any action under the Insolvency Act 1986 or Companies Directors Disqualification Act 1986 or is any such matter pending?

During any employment have you ever had a claim/dispute against you for negligence?

Please provide details of any other employment in addition to your main employment, including any part time employment (including Hours)

Work Related Health History

	Yes	No	If yes please provide details:
Have you been absent from work in the last 2 year			
Have you had more than 4 separate spells of absence in the last 2 years that has been attributed to ill health.			
Have you ever suffered from a work related health condition			
Have you ever experienced problems when using a visual display unit (VDU)			
Have you consulted your GP in the last 12 months			
Have you ever consulted a specialist or need any operations			
Have you ever suffered from any stress related problems			
Do you have any qualifying disability as stated under The Disability Discrimination Act? If so are there any adjustments that may be required should you be invited for an interview?			

Please answer this section fully as the details are always checked when a job offer is accepted.

Career History

Please provide details of all employment that is relevant to the post you are applying for.

Employer (Most recent first)	How long employed (months/years)	Leaving Salary	Reason for Leaving	Job Title	Describe Work Duties Authority & Responsibility

Qualifications

GCSE (or equivalent)

Subject	Grade

A Level or equivalent

Subject	Grade

Any other qualifications that are relevant for the post applied for

Subject	Grade	Qualification

Suitability

Can you please comment on why you feel you would be suitable for this role using the person specification provided, making sure you cover all the essential requirements for the role.

Conclusion

Please provide the names and addresses of two referees (one should be the most recent employer)

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References will not be taken up prior to offer of employment being made and accepted.

Please State availability for interview	Please detail any holiday commitments	When could you start

Please describe what career and remunerative aspirations you have

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What, if anything in particular, made you apply for this position

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Please state anything else which you feel maybe relevant to your application

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Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?

If so please provide full details

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If you are successful in your application, would you require a work permit prior to taking up employment?

The information that you provide on this form and that obtained from other relevant sources will be used to process your application form for employment. The personal information you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways permitted by law.

By signing the application form we will be assuming that you agree to the processing of sensitive personal data (as described above) in accordance with our registration with the Data Protection Commissioner.

DECLARATION

I declare that the information set forth in this application is, to the best of my knowledge, true and complete

Signature:

Name:

Date:

Equal Opportunities Monitoring

In accordance with its equal opportunities statement, the Company will provide equal opportunities to all employees and job applicants and will not discriminate either directly or indirectly on the grounds of race, colour, ethnic origin, nationality, national origin, sex, marital status, disability, sexual orientation, religion or age.

In order to enable the Company ensures compliance with its policy statement, a system of monitoring has been set up. We have only asked for your name so that monitoring can take place both at the shortlisting for interview stage and at the appointment stage. Once an appointment has been made, the data given on this form will be stored on computer in an anonymised format and the form will then be destroyed.

You may, of course, decide not to answer one or any of these questions but if you do respond, all information provided will be treated in confidence and will be used solely by the Human Resources department for the purpose of providing statistics for equal opportunities monitoring. The monitoring form does not form part of your application and will therefore be detached from it on receipt and stored separately. You can always mail this form separately if you wish.

Thank you for your assistance in completing this form.

Name:		
Post title:		
Gender:	Male	
	Female	
	Prefer not to say	
Marital status:	Married	
	Single	
	Other (please specify)	
	Prefer not to say	
Age band:	Under 18	
	18 – 29	
	30 – 39	
	40 – 49	
	50 – 59	
	60 – 65	
	Over 65	
	Prefer not to say	
Sexual orientation:	Heterosexual	
	Homosexual	
	Bisexual	
	Transsexual	
	Prefer not to say	
Disabilities:	None	
	Physical disability	

	Mental disability	
	Prefer not to say	
Race/nationality/ethnic origin:	White	English
		Scottish
		Welsh
		Irish
		British
		Other white background (please specify)
	Mixed	White and Black Caribbean
		White and Black African
		White and Black British
		White and Asian
		Other mixed background (please specify)
	Asian	Indian
		Pakistani
		Bangladeshi
		British
		Other Asian background (please specify)
	Black	Caribbean
		African
		British
		Other black background (please specify)
	Chinese	
	Other ethnic group (please specify)	
	Prefer not to say	
Religion:	Christian	
	Catholic	
	Jewish	
	Sikh	
	Muslim	
	Hindu	
	Buddhist	
	Rastafarian	
	None	
	Other religion (please specify)	
	Prefer not to say	

For the purposes of compliance with the Data Protection Act 1998, I hereby confirm that by completing this form I give my consent to the Company processing the data supplied on this form for the purpose of equal opportunities monitoring.

Signed:.....

Date:

This section of the application will be detached from your application and used solely for monitoring purposes.