

**Employment Application**  
Pre-employment Level 1

<b>Position applied for</b> <input style="width: 95%; height: 20px;" type="text"/>	<b>Where advertised</b> <input style="width: 95%; height: 20px;" type="text"/>
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**DECLARATION**

I understand that any false statements or answers made by me on this application form / CV or any supplement thereto or in connection with my application for employment will be sufficient grounds for immediate discharge should I be employed.

**Applicant Details (Complete all fields marked\* and in CAPITALS)**

<b>Title</b>	<b>First name</b>	<b>Initials</b>	<b>Surname</b>	
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	
<b>Date of birth *</b>	<b>NI Number (or overseas equivalent)</b>		<b>Sex</b>	
<input style="width: 100%; height: 20px;" type="text"/> / <input style="width: 100%; height: 20px;" type="text"/> / <input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>		<input style="width: 100%; height: 20px;" type="text"/> Male <input style="width: 100%; height: 20px;" type="text"/> Female	
<b>Marital Status:</b> If married, date and place of marriage	<b>Location</b>	<b>Maiden Name</b>		
<input style="width: 100%; height: 20px;" type="text"/> / <input style="width: 100%; height: 20px;" type="text"/> / <input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>		
<b>Have you ever changed your name other than by marriage? If so, state when and previous name(s)</b>				
<input style="width: 100%; height: 20px;" type="text"/>				
<b>Nationality</b>	<b>Nationality at any time (if different)</b>			
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>			
<b>Current address</b>				
<input style="width: 100%; height: 20px;" type="text"/>				
<input style="width: 100%; height: 20px;" type="text"/>				
<b>Current address (cont)</b>	<b>Postcode</b>	<b>Time at address</b>	<b>Home telephone number</b>	
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/> years <input style="width: 100%; height: 20px;" type="text"/> months	<input style="width: 95%; height: 20px;" type="text"/>	
Please mark with an X the one which best describes your current status				
<b>Owner</b>	<b>Tenant</b>	<b>Parents</b>	<b>Student</b>	<b>University / Other</b>
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
<b>Work contact number</b>	<b>Mobile telephone number</b>	<b>E-mail address</b>		
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>		

**Proof of Identification – 2 forms required (Valid Passport, Driver's Licence, Utility Bill etc.)**

ID Type (e.g. passport) <input style="width: 95%;" type="text"/>	Reference / Account number <input style="width: 95%;" type="text"/>	Issuer (Utility only e.g. BT) <input style="width: 95%;" type="text"/>
ID Type (e.g. passport) <input style="width: 95%;" type="text"/>	Reference / Account number <input style="width: 95%;" type="text"/>	Issuer (Utility only e.g. BT) <input style="width: 95%;" type="text"/>

**Criminal convictions**

Have you ever been cautioned or convicted of a criminal offence? YES  NO

If yes, please give full details include dates

Date of caution/conviction	Offence
/ /	<input style="width: 95%;" type="text"/>
/ /	<input style="width: 95%;" type="text"/>
/ /	<input style="width: 95%;" type="text"/>

**Bankruptcy**

Have you ever been declared Bankrupt? YES  NO

If yes, please give full details include dates

Date of declaration	Discharged
/ /	<input style="width: 95%;" type="text"/>
/ /	<input style="width: 95%;" type="text"/>
/ /	<input style="width: 95%;" type="text"/>

**Ability to Drive**

Do you currently hold a clean driving license YES  NO

Driving Licence No.  Groups

Date of endorsement	Offence	Points
/ /	<input style="width: 95%;" type="text"/>	<input style="width: 50px;" type="text"/>
/ /	<input style="width: 95%;" type="text"/>	<input style="width: 50px;" type="text"/>
/ /	<input style="width: 95%;" type="text"/>	<input style="width: 50px;" type="text"/>

Have you ever been disqualified from driving YES  NO  If yes, give details

/ /

Previous Address (If at current less than 5 years)		
<b>Previous address</b>		
<input style="width: 100%;" type="text"/>		
<input style="width: 100%;" type="text"/>		
<b>Previous address (cont)</b>	<b>Postcode</b>	<b>Time at address</b>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	years      months

Previous Address (If at current & previous less than 5 years)		
<b>Previous address</b>		
<input style="width: 100%;" type="text"/>		
<input style="width: 100%;" type="text"/>		
<b>Previous address (cont)</b>	<b>Postcode</b>	<b>Time at address</b>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	years      months

Current Employment details		
<b>Employers Name</b>		<b>Employment dates</b>
<input style="width: 100%;" type="text"/>		From      To
<b>Position held</b>	<b>Contact name</b>	<b>Contact position</b>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<b>Address</b>		
<input style="width: 100%;" type="text"/>		
<input style="width: 100%;" type="text"/>		
<b>Contact telephone number</b>	<b>Contact fax number</b>	<b>Contact E-mail address</b>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<b>Current Salary</b>	<b>Overtime</b>	<b>Bonus/Commissions</b>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<b>Reason for leaving</b>		
<input style="width: 100%;" type="text"/>		

Previous Employment details				
<b>Employers Name</b> <input style="width: 95%;" type="text"/>	<b>Employment dates</b> <table style="width: 100%; border: none;"><tr><td style="border: none; width: 60%;">From</td><td style="border: none; width: 40%;">To</td></tr></table>		From	To
From	To			
<b>Position held</b> <input style="width: 95%;" type="text"/>	<b>Contact name</b> <input style="width: 95%;" type="text"/>	<b>Contact position</b> <input style="width: 95%;" type="text"/>		
<b>Address</b> <input style="width: 95%; height: 20px;" type="text"/> <input style="width: 95%; height: 20px;" type="text"/> <input style="width: 95%; height: 20px;" type="text"/>				
<b>Contact telephone number</b> <input style="width: 95%;" type="text"/>	<b>Contact fax number</b> <input style="width: 95%;" type="text"/>	<b>Contact E-mail address</b> <input style="width: 95%;" type="text"/>		
<b>Salary</b> <input style="width: 95%;" type="text"/>	<b>Overtime</b> <input style="width: 95%;" type="text"/>	<b>Bonus/Commissions</b> <input style="width: 95%;" type="text"/>		
<b>Reason for leaving</b> <input style="width: 95%; height: 20px;" type="text"/>				

Additional Employers within last 10 years			
<b>Employers Name</b> <input style="width: 95%;" type="text"/>	<b>Employment dates</b> <table style="width: 100%; border: none;"><tr><td style="border: none; width: 60%;">From</td><td style="border: none; width: 40%;">To</td></tr></table>	From	To
From	To		
<b>Employers Name</b> <input style="width: 95%;" type="text"/>	<b>Employment dates</b> <table style="width: 100%; border: none;"><tr><td style="border: none; width: 60%;">From</td><td style="border: none; width: 40%;">To</td></tr></table>	From	To
From	To		

(Please supply full contact details)

**Personal character Referee 1**

**Referee name**

**Address**

**Address (cont)**

**Postcode**

**Known Since**

years months

**Profession**

**Contact number**

**Fax number or E-mail address**

**Personal character Referee 2**

**2<sup>nd</sup> Referee name**

**Address**

**Address (cont)**

**Postcode**

**Known Since**

years months

**Profession**

**Contact number**

**Fax number or E-mail address**

**Education**

**Secondary Education**

**Secondary school**

**Attendance dates**

From	To

**Address**




**Contact telephone number**

**Contact fax number**

**Contact E-mail address**

**Subject**

**Award & Grade**

1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

**Were you a member of any sports teams, clubs or society at school?**

YES  NO

**If yes, give details**

	/ /
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	/ /
--	-----

	/ /
--	-----

**Do you speak any foreign languages?**

YES  NO

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**Further Education**

**College/University attended (include full address)**

**College / University**

**Attendance dates**

From	To
------	----

**Address**




**Contact telephone number**

**Contact fax number**

**Contact E-mail address**

**Subject**

1	
---	--

**Award & Grade**

2	
---	--

3	
---	--

4	
---	--

**Post Graduate courses - University**

**Attendance dates**

From	To
------	----

**Address**




**Contact telephone number**

**Contact fax number**

**Contact E-mail address**

**Subject**

1	
---	--

**Award & Grade**

2	
---	--

3	
---	--

4	
---	--

**Additional Education**

Did you undertake any part-time courses or study for any technical or professional qualifications after leaving full-time education? YES  NO

**1. College / University / Organisation** **Attendance dates**

From  To

**Address**

**Contact telephone number**  **Contact fax number**  **Contact E-mail address**

**Course**  **Award & Grade**

**2. College / University / Organisation** **Attendance dates**

From  To

**Address**

**Contact telephone number**  **Contact fax number**  **Contact E-mail address**

**Course**  **Award & Grade**

**3. College / University / Organisation** **Attendance dates**

From  To

**Address**

**Contact telephone number**  **Contact fax number**  **Contact E-mail address**

**Course**  **Award & Grade**

## Declaration

I declare that the information provided on this application form to be true and accurate. I understand that successful screening is conditional to any tenancy agreement and therefore consent to Eurocom C.I. Ltd or their appointed agents, performing such checks as deemed necessary for that purpose. For the avoidance of doubt, I hereby give Eurocom C.I. Ltd or their appointed agents the right to contact and obtain information from all references, bankers, employers and previous landlords and to otherwise verify the accuracy of the information stated.

I consent to any referees I have nominated being visited and interviewed by Eurocom C.I. Ltd or their appointed representatives.

I understand that any false statements or answers made by me on this application form or any supplement thereto or in connection with the above screening service will be sufficient grounds for immediate termination of any contract entered into on the basis thereof;

**Signed**

**Date**

**Print Name**

## Instructions

Please complete the entire form before submitting. Once complete please mail to;

Eurocom C.I. Ltd.  
Kent House,  
Upper Mulgrave Rd  
Cheam,  
Surrey SM2 7AY

You will also need to include our fee which is £160.00 inc VAT. Cheques should be made payable to **Eurocom CI Ltd**. Your report, together with a VAT receipt will be sent within 10 working days. A copy will automatically be sent to the named agent.

Should you have any queries regarding the processing of this enquiry please contact your agent in the first instance.

## Data Protection Policy

Eurocom C.I. Ltd and its parent company, Carratu International Plc are registered under the Data Protection Act 1998 under Registration Number Z552089X. The company has produced a Data Protection Policy. To request a copy or to address any enquiries regarding this policy, this must be directed in writing for the attention of our Data Protection Officer.

Under the Data Protection Act 1998, you have the right to request details of your Personal Data held or processed by us. Please send such requests in writing, together with adequate material to confirm your identity, to the address on our web sites contacts page, marked for the attention of the Data Protection Officer.

If you believe that any information held by us is incorrect, inaccurate or incomplete, then you must write without delay to our Data Protection Officer, highlighting the corrective action to be taken. If any information is found to be incorrect, it shall be corrected promptly.