

APPLICATION FOR EMPLOYMENT

Aldium Insurance Services Ltd

General Information

Title:	Surname:	Forenames:
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National Insurance Number:

Correspondence Address:

**Telephone Number
(Home &/or Mobile)**

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)

Have you made a previous application to this Company? If so, when was this and what was the outcome?

If you are disabled, please give details of any special arrangements you would require to attend interview.

Career History

Please provide details of your last 3 jobs beginning with your present or most recent. You should also include any relevant posts held by you at anytime.

Employer	How long employed (mths/yrs)	Leaving Salary	Reason for Leaving	Job Title	Describe Work Duties, Authority & Responsibility
Please give details of and provide an explanation for any time when you were not either working or in education:					

Qualifications

From GCSE (or equivalent) to degree level in chronological order:

Establishment	Subject	Grade

Post graduate education / study / any professional qualifications / any other qualifications that are relevant for the post applied for:

Establishment	Subject	Grade

Suitability

IMPORTANT: Using the Person Specification provided, please comment on why you feel you would be suitable for this role, making sure you cover all the Essential Requirements for the role and provide examples where appropriate. Continue on additional sheets if necessary.

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

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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 Information 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:

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