



Name:	
Applicant No:	Date:

# APPLICATION FORM

DC Personnel Ltd is committed to supporting all their workers, protecting them from any form of exploitation and operating in accordance with UK legislation.

As part of this commitment we inform all new recruits that it is against UK law to ask workers to pay anything in order to gain work in the UK. As of April 2009 this extended to paying money to people outside of the UK to gain work in the UK. DC Personnel Ltd does not utilise or associate with companies in or outside the UK who charge jobseekers to help gain work placements.

For this reason we would ask workers who have been asked to pay any money to an individual, company or agency to enable them to find work with DC Personnel Ltd to inform us below. If you prefer you can inform DC Personnel Ltd directly by contacting the Branch Manager. Please supply full details of any such payments and who you have paid monies to and leave your contact information.

I hereby confirm I have not paid any monies to DC Personnel Ltd or any company associated to DC Personnel Ltd to gain work placements in the UK and agree to inform DC Personnel Ltd should I be approached by any person in the future asking for similar requests. I understand I may have to pay UK government agencies such as the Home Office to gain a workers permit in the UK which I am required to pay a fee for, DC Personnel Ltd may apply for this on my behalf and request the required fee.

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Dated: \_\_\_\_\_

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I have been charged to gain work in the UK below are all the detail of the charge and the person I have paid:

Name of person I paid: \_\_\_\_\_

Name of agency I paid: \_\_\_\_\_

Date paid: \_\_\_\_\_

Amount paid in GBP: £ \_\_\_\_\_

Address of person or agency I paid: \_\_\_\_\_

Contact telephone numbers and email for the person or agency I paid: \_\_\_\_\_

I hereby give DC Personnel Ltd permission to contact the above to investigate on my behalf.

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Dated: \_\_\_\_\_

**Personal Details****MANDATORY, PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS**

Surname \_\_\_\_\_ Title \_\_\_\_\_

Forenames \_\_\_\_\_

Permanent address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Telephone (home): \_\_\_\_\_ (mobile): \_\_\_\_\_

Email address: \_\_\_\_\_

**Your Payslip will be emailed to this address.**

Gender: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

National Insurance Number:          **Next of Kin:** \_\_\_\_\_

Contact Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Contact Address: \_\_\_\_\_

\_\_\_\_\_ Contact No: \_\_\_\_\_

Do you hold a full current UK driving licence? YES  NO 

Give details of any endorsements: \_\_\_\_\_

What transport do you have access to? car  motorcycle  bicycle  public transport other Are you a Student? YES  NO 

Nationality (this information is required by The Employment Agencies Act): \_\_\_\_\_

**To be completed by non-British and non—EEA nationals only**

Date of entry into the UK \_\_\_\_\_

Do you require a work permit? YES  NO 

If yes, what type and expiry date: \_\_\_\_\_

**Banking Details**

Bank/Building Society: \_\_\_\_\_ Account No: \_\_\_\_\_

Sort Code: \_\_\_\_\_ Building Society Reference No: \_\_\_\_\_

Name of Account Holder: \_\_\_\_\_

Is this your personal account ? YES  NO  Pay Type: PAYE  Third Party  Ltd Company 

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Work Requirements

What work are you willing to do? \_\_\_\_\_ Any

**Please indicate days and hours that would suit you best: (Please tick)**

MON		TUES		WED		THURS		FRI		SAT		SUN	
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DAYS		EVENINGS		NIGHTS		ROTATING SHIFTS	
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Other information relevant to your application: \_\_\_\_\_

## Qualifications & Experience

### Professional Qualifications

Name of Professional Body	Membership Grade	Was Membership gained by examination	Date

### Further/Secondary Education

Name of School/College	Subject	Qualification (GCE, CSE, GCSE etc.)	Grade	Date

## Employment History

### Previous Employer

Name of Previous Employers	Position Held	To	From	Salary/Rate of Pay	Reason For Leaving

### Recent Assignments

Agency	Client	Contact	Job Type	Pay Rate

## Criminal Record and Security Checks

This information will be used to identify appropriate opportunities for you and NOT as a short listing tool in the recruitment process

Do you hold a Disclosure and Barring Service or overseas police check carried out within the last 3 years?

If yes, please give details

Yes  No

Have you ever been convicted of a criminal offence which is not spent under the Rehabilitation of Offenders Act 1974?

If yes, please give details

Yes  No

You may be offered an opportunity to work within an environment or establishment where you may come into contact with children or other vulnerable groups, or your profession/occupation may fall within certain excepted categories. Where this is likely to apply, the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 requires us to ask you for additional information.

A criminal record check from the Disclosure and Barring Service formally the Criminal Records Bureau may be required where this type of work is sought.

Do you have any previous convictions, whether or not they are "spent" within the Act, including any cautions, reprimands, final warnings, bind-overs or any convictions from overseas?

If yes, please give details

Yes  No

Do you hold any form of current security clearance?

Yes  No

Date granted \_\_\_\_\_ Expiry date \_\_\_\_\_

Level of clearance \_\_\_\_\_ Place of work when granted \_\_\_\_\_

I confirm that the information I provided on this form and within my CV, if applicable, is both truthful and accurate. I have omitted no facts that could affect my future work placement. I understand that any engagement entered into is subject to documentary evidence of my right to work in the UK, verification of any professional qualifications and, in the case of temporary assignments, subject to satisfactory references. I understand that the Data contained in this document will be used in accordance with the Agreements and Privacy Notice of the Agency.

I will inform DC Personnel Ltd immediately of any circumstances that may affect my work, such as changes to health, personal details, subsequent pending prosecutions or convictions, which may arise whilst I am registered for permanent or temporary work. I understand that DC Personnel Ltd has the right to request a Disclosure and Barring Service check where they consider it necessary and that any details from this, or any other police checks provided, may be forwarded to a potential employer.

Signed \_\_\_\_\_ Print name \_\_\_\_\_ Date \_\_\_\_\_

## 48 Hour Waiver

The Working Time regulations 1998 ('the regulations') require the Company to limit your average weekly working time to 48 hours unless you agree with the company that the limit shall not apply to you.

The Company wishes to have an agreement with you. It proposes an agreement (which shall apply until terminated by notice) on the basis that:

1. the 48 hour limit on average weekly working time will not apply to you;
2. you may terminate the agreement (so that the 48 hour time limit would apply to you) by giving the person at the Company to whom you usually report 3 month's written notice

Under the Regulations, the Company must keep records relating to your working time. This is the case whether or not you reach an agreement with the Company about waiving working time limits.

If you accept the Company's proposal, please tick and sign below. This document will then be a record of agreement between you and the Company.

I agree

I disagree

Signed \_\_\_\_\_ Date: \_\_\_\_\_

Print Name \_\_\_\_\_



## Referees

Please give the name of your present employer and the next most recent employer. College/School leavers should give the name of lecturers/teachers as appropriate. If this is not possible, please give names of persons best able to write a reference in support of your application. This must not be a friend, relative or co-worker.

I understand that DC Personnel Ltd will contact my previous employers

Workers Signature \_\_\_\_\_ Print name \_\_\_\_\_ Date \_\_\_\_\_

### Referee Details

Company \_\_\_\_\_ Name: \_\_\_\_\_ Email Address \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Tel No: \_\_\_\_\_

## Reference request form

### EXPLICIT CONSENT FOR ..... TO RELEASE INFORMATION

I hereby authorise my current / prior employer to release personal information relating to my previous employment with them.

I understand that any information released by my current/ prior employers will be held in strictest confidence, that it will be viewed only by those involved in the hiring decision including if necessary any third parties.

Workers Signature \_\_\_\_\_ Print name \_\_\_\_\_ Date \_\_\_\_\_

Employed as: \_\_\_\_\_ Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_

Reasons for leaving: \_\_\_\_\_

Would you re-employ? Yes  No  If no, please state the reason: \_\_\_\_\_

Has the applicant been subject to any disciplinary action? Yes  No

Do you know of any reason why we should not offer employment in a position of trust or responsibility?  
\_\_\_\_\_

Please circle below your genuine opinion on how you would assess this person for the following

Work Performance	Excellent	Very Good	Good	Satisfactory	Poor
Attendance	Excellent	Very Good	Good	Satisfactory	Poor
Timekeeping	Excellent	Very Good	Good	Satisfactory	Poor
Reliability	Excellent	Very Good	Good	Satisfactory	Poor
Honest & Integrity	Excellent	Very Good	Good	Satisfactory	Poor
Ability to work with others	Excellent	Very Good	Good	Satisfactory	Poor
General Conduct	Excellent	Very Good	Good	Satisfactory	Poor

Signed \_\_\_\_\_

Print name \_\_\_\_\_ Position \_\_\_\_\_

Date \_\_\_\_\_

Company Stamp Here