



Insurance Company Limited

Position Applied For:

Strictly Confidential
Staff Application Form

Surname	Title	Mr/Mrs/Miss/Ms
Forenames	Previous Name (if any)	
Address	Daytime Telephone No.	
Postcode	Email Address	
		National Insurance No.

Nationality

Do you have the right to take up employment in the UK?	YES/NO
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EDUCATION

Give details of all Schools/Colleges/Universities attended, part-time or full-time:

Dates		School/College/University	Examinations Taken	Results
From	To			

Please give the following information about your present employment:

- 1) **What period of notice is required?**.....
 - 2) **Do you enjoy the benefits of a company car?**.....
 - 3) **Pension arrangements – is it contributory or non-contributory?**.....
If contributory, please state the % contributed by you?.....
 - 4) **What other staff benefits do you enjoy?**.....
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Please give details of any current part-time or evening work:

Please give details of, and provide an explanation for, any time when you were not either working, or in full-time education.

Have you made a previous application to the Company? If so, what position was it for and what was the outcome?

SUPPORTING INFORMATION

Why do you think you are suitable for this position?

What qualities do you consider you can bring to our Company?

What are your long term career aspirations?

Spare Time Activities

Give details of any leisure interests and activities including any positions of responsibility held including any armed services / public duties such as Territorial Army, JP etc:-

Convictions

Have you ever been convicted of a criminal offence? YES / NO If so, please give details of any unspent convictions.

Driving History

Do you hold a current UK Driving Licence?

Full / Provisional

Give details of any convictions/endorsements incurred as a result of a motoring offence:

Source of Application

How did you learn of this vacancy?

References

Please give the name and address of a referee at your present employer and your previous employer if you have been employed by your current employer for less than three years. If you have not been employed during the last 5 years, please give details of a referee who is in a position to give an opinion on your ability and trustworthiness (e.g. in the case of a school-leaver, the Head Teacher, your most recent employer or Job Centre Plus). Please indicate how each individual knows you.

No approach will be made to your current employer until we have made and you have accepted a provisional offer of employment.

Other Information

Please use this space to say why you are interested in the post for which you have applied and provide any other information that may assist your application.

How many weeks' or months' notice do you have to give to your current employer?

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

Declaration

I declare that the information I have given on this form, is to the best of my knowledge, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed. I understand that any job offer that may be made would be subject to satisfactory references and a probationary period and (if relevant) a satisfactory medical report. I hereby give my consent to the Company processing the data supplied on this application form for the purpose of recruitment and selection.

Signed..... Date.....