



Callcredit
Information Group

Application for Employment Form

Instructions:

Please provide as much information as possible when completing your application. When complete, please save and email it to recruitment@callcreditgroup.com. If you have any questions please call Human Resources on 0113 388 4300.

DATA PROTECTION NOTICE

For the purposes of the Data Protection Act 1998 the Callcredit Information Group or the Group Company to which you are applying will be the data controller responsible for the processing of your data for the purposes of assessing your application. Your data may include "sensitive information". The Act defines "sensitive information" as information about your racial or ethnic origin, political opinions, religious beliefs or beliefs of a similar nature, trade union membership, physical or mental health condition, sexual life, criminal record, pending court proceedings or any alleged offence. Your attention is drawn to the Data Protection notice on page 5 of this form.

Please complete this form fully and legibly in BLOCK CAPITALS.

PERSONAL DETAILS

Surname Mr Mrs Miss Ms Other

Forenames

Known as Date of Birth (dd / mm / yyyy)

Address

Postcode

Telephone Numbers Home Mobile Work

How long have you lived at this address?

If it is three years or less, please print your previous address (including postcodes) covering the last three years, in the space below.

Addresses

Email address

Previous Name NI Number

Driving Licence? Yes No Clean Endorsed? Car owner? Yes No
(if endorsed, please give details)

Membership of clubs, societies or associations and positions of responsibility held

POSITION APPLIED FOR

What position have you applied for? Location

Are you applying for part or full time work? Part-time Full-time Job share

If Part-time / Job share please state how many hours / days preferred

How did you hear of the vacancy?

Have you previously applied to or worked within the Company? Yes No

If yes, please give details

Why do you wish to work for the Company?

EDUCATION AND TRAINING

Secondary Schools	From	To	Examinations passed	Levels	Grades
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Further Education	From	To	Degree / Diploma etc.	Title of Course	Results (or expected results)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Major Projects or research undertaken, including details of work experience

Additional training courses attended (during employment) relevant to position for which you are applying

Financial Services Qualifications (e.g. FPC / CeMAP) (please indicate if course related to: "Tied Agent" [indicate company] OR "Independent Intermediary")

Date	Title of Course	Areas Covered	Result (if applicable)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

PREVIOUS EMPLOYMENT RECORD

Most recent first. A 10 year history is required for reference checks (where appropriate), explaining any gaps in employment of 2 months or more. Please continue on a separate sheet of paper if necessary. If you have not been in employment for 10 years, please complete the personal references section.

Employer's name, postal address and telephone number

Contact Name Nature of business

Position held & responsibilities (please indicate if employer is / was regulated by a Financial Services Regulatory body)

From (dd / mm / yyyy) To (dd / mm / yyyy)

Salary - leaving £ starting £ benefits

Reason for leaving

Notice to be given Number of days absent in last 12 months

Employer's name, postal address and telephone number

Contact Name Nature of business

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From (dd / mm / yyyy) To (dd / mm / yyyy)

Salary - leaving £ starting £ benefits

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Salary - leaving £ starting £ benefits

Reason for leaving

CAREER SUMMARY AND GENERAL INFORMATION

Please comment briefly on your career progress to date, and how you view your future development, and supply any further details in support of your application. Continue on a separate sheet if necessary. You do not need to fill this section in if you are attaching a curriculum vitae and covering letter.

CRIMINAL CONVICTIONS

Have you ever been convicted of an offence by a criminal court, other than a conviction which is spent by virtue of the Rehabilitation of Offenders Act 1974? Yes No

If yes, please attach details.

RIGHT TO WORK IN UK

Are you eligible to work in UK? Yes No

Do you hold a work permit? Yes No

If yes, please attach to application.

PERSONAL REFERENCES

Please complete this section if you have not been in employment for 10 years

Referee 1

Name Occupation

Address

Tel No (inc STD code) Period of time you have known the referee

Referee 2

Name Occupation

Address

Tel No (inc STD code) Period of time you have known the referee

Please read the following paragraphs as they contain important information about your rights and freedoms as well as those that Callcredit Information Group may exercise from time to time.

Under FSA rules, where the role applied for is covered by the Financial Services and Markets Act 2000 (as amended from time to time) we reserve the right to obtain employment references covering the past ten years and to make other enquiries such as periodic credit reference checks so as to be satisfied to your fitness and propriety.

We will conduct a credit reference check on all successful applicants at offer of employment. Similarly we will conduct criminal record bureau checks (CRB) . If false or inaccurate information is provided and fraud is identified, details will be passed to fraud prevention agencies to prevent fraud and money laundering.

All applicants applying for employment with the Callcredit Information Group will have their details checked with/against fraud prevention databases. Should our investigation identify fraud or the commission of any other criminal offence by you (or on your part) when applying for, or during the course of your employment with us, we will record details of this on fraud prevention databases. This information may be accessed from the UK and other countries and used by law enforcement agencies and by us and other employers (and potential employers) to prevent fraud. Please contact the Human Resources Department if you want to receive details of the relevant fraud prevention databases through which we share information.

Data Protection Act 1998

Except to the extent we are required by law, Callcredit Information Group or the Group Company to which you have applied, will only process information provided on this form for the purpose of personnel administration, including pay and pensions.

From time to time Callcredit Information Group and the relevant Group Company will share details for these purposes and in these instances each will be joint data controllers. If your application is successful, the information will form part of your employment file and will be processed for all purposes in connection with your employment. By accepting an offer of employment you agree to Callcredit Information Group sharing any photographic material taken and distributing it with the intention of business use.

If your application is unsuccessful or you choose not to accept any offer of employment we make, the information will be held for a maximum period of 2 years. The Equal Opportunities Form will be retained to facilitate equal opportunity monitoring. Information will only be disclosed outside the Callcredit Information Group to organisations that are under contract to process data e.g. payroll outsourcing.

The Callcredit Information Group operates a policy of openness and members of staff are permitted to access their own personal file.

Declaration

I declare that the information I have given is, to the best of my knowledge, true and correct and may be stored and used in accordance with Group's recruitment and selection procedures. I understand that giving false information will disqualify my application or, if discovered after appointment, may be grounds for dismissal. I consent to the processing of my personal information for the purposes and on the terms set above.

Signed Date

Equal Opportunities Monitoring

You do not have to complete this form, although it will help us to monitor recruitment. The information provided here is retained by Human Resources and is not used in the selection process.

Name **Date of Birth**
 Male Female

Ethnic Background (please tick the box that describes your ethnic origin)

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> White | <input type="checkbox"/> Black Caribbean | <input type="checkbox"/> Asian Indian | <input type="checkbox"/> Asian Chinese |
| <input type="checkbox"/> Other | <input type="checkbox"/> Black African | <input type="checkbox"/> Asian Pakistani | <input type="checkbox"/> Asian Other |
| <input type="checkbox"/> Prefer not to say | <input type="checkbox"/> Black Other | <input type="checkbox"/> Asian Bangladeshi | |

Illness

Details of past or present serious or recurring illnesses:

Disability

The Disability Discrimination Act 1995 defines a disability as “a person with a physical or mental impairment which has a substantial effect on day-to-day activities”.

Do you consider yourself to have a disability under the terms of the Disability Discrimination Act?

- Yes No

Please give details of any special facilities or practical arrangements we can make to help you through the recruitment process. For instance, we could organise a sign language interpreter, or large print computer software. (Please contact our Human Resources Team to discuss your requirements).

Please also give details of any adjustments that may be required to the workplace or duties and any equipment that will help you perform the role.