



Application for Employment

Name	
Position Applied for	

Please return to Human Resources Department, Direct Group Limited ♦ Direct House ♦ White Rose Way ♦ Doncaster ♦ DN4 5NU

Personal Information			
Surname:		Forename(s):	
Title:		National Insurance No.:	
Place of Birth:		Telephone No.:	
Address:		Mobile No.:	
		Email Address:	
Do you hold a current driving licence?		Do you presently own a car?	

Application Information	
How soon could you enter our employment if appointed?	
Do you have any holidays booked? If so, please provide details.	

Education				
Secondary Schools Name	Address	From	To	Details of examination results (state subjects and grades)
Further Education/ University Name	Address	From	To	Details of Examination Results (state subjects and grades)

Professional or other qualifications (including membership of professional bodies/ societies)	
Please state any professional memberships that you currently hold (including dates from and to):	
Details of other specialised training knowledge or experience	
Foreign Languages (state proficiency)	
Any additional comments in relation to this section	
NB. You will be required to provide documentary evidence of qualifications	

Employment History (Please provide 3 years of employment history - if you are unable to do so please provide information regarding breaks in employment)			
Current /Most recent employment			
Name of Employer			
Description of Duties			
Job Title			
Type of business		Reason for Leaving	
Start Date		End Date	
Start Salary		End Salary	

Previous Employment (most recent first)			
Name of Employer			
Description of Duties			
Job Title			
Type of business		Reason for Leaving	
Start Date		End Date	
Start Salary		End Salary	

Employment History, continued

Name of Employer			
Description of Duties			
Job Title			
Type of business		Reason for Leaving	
Start Date		End Date	
Start Salary		End Salary	
Name of Employer			
Description of Duties			
Job Title			
Type of business		Reason for Leaving	
Start Date		End Date	

Name of Employer			
Start Date		End Date	
Reason for leaving			
Name of Employer			
Start Date		End Date	
Reason for leaving			
Name of Employer			
Start Date		End Date	
Reason for leaving			
Start Salary		End Salary	

Additional Information

Please state briefly why you think you are suitable for this position.

Outside interests/hobbies:

Declaration of Criminal Offences

Please answer the following questions, if you answer yes to any of the questions please provide further details. Please note if you are successful the position will be subject to a satisfactory Criminal Record Check and Consumer Credit Search. Please supply details in the box below.

- | | | |
|---|---|--------|
| 1 | Have you ever been convicted and/or cautioned of any offence involving fraud, theft, false accounting or other dishonesty? Or have you been convicted and/or cautioned of an offence (whether or not in the United Kingdom) relating to companies, building societies, industrial and provident societies, credit unions, friendly societies, insurance, banking or other financial services, insolvency, consumer credit or consumer protection, money laundering, market manipulations or insider dealing? (Convictions and/or cautions spent under the Rehabilitation of Offenders Act 1974 must be included, as should convictions, cautions and injunctive action taken by local Trading Standards Authorities.) | No/Yes |
| 2 | Are you the subject of any current criminal proceedings? | No/Yes |
| 3 | Have you any convictions and/or cautions for any offences other than those listed in Q1 above, whether or not in the United Kingdom (excl. traffic offences unless these resulted in a ban from driving or involved driving without insurance)? | No/Yes |
| 4 | Are you, or have you ever been the subject of any civil proceedings, arbitration or litigation or had any County Court Judgements (CCJ's)? | No/Yes |
| 5 | Are you currently or have you ever been declared Bankrupt ? | No/Yes |

Details/additional comments:

References

Please provide contact details for 3 referees. We will reference back a minimum of three years employment. Your current employer (or latest employer if you are not currently employed) must be included as a referee. Please list in order with your current/most recent employer first.

Name and Job Title:	Company Name:	Company Address:	Telephone Number & Email Address:	Dates employed:	Can we contact prior to interview: Yes/No
				From:	
				To:	
				From:	
				To:	
				From:	
				To:	

Data Protection

The Data Protection Act 1998 sets out certain requirements for the protection of your personal information by Direct Group Limited. If your application is successful, the information provided to the company will form part of your personnel file and we are entitled to use it for all purposes in connection with your employment. If however, your application is unsuccessful the information held will be stored for the limited amount of time it is required and then destroyed.

All candidates regardless of nationality or citizenship must legally provide proof of eligibility for employment in the UK and should submit appropriate documentation to Direct Group limited. E.g British Passport, full British birth certificate, passport issued by a country in the European Economic Area, letter issued by the Home Office or any other relevant documentation. A combination of these may be required in order to comply with UK legislation.

Do you have the legal right to reside and work in the UK? Yes No

Direct Group reserve the right to withdraw an offer of employment if eligibility to work in the UK has not been sufficiently proven in line with UK legislation.

Declaration

I declare that the information I have provided to Direct Group Limited is true, complete and accurate to the best of my knowledge and belief. I understand that completion of this form does not constitute an offer of employment and that should any offer of employment be made it is conditional upon the screening process, to Direct Group Limited's entire satisfaction, of any or all of the information that I have supplied.

I understand and accept that providing false, incomplete or misleading information or failing to mention an influential piece of information may be a legitimate cause to immediately withdraw an offer of employment or, if I am already employed, for disciplinary action to be taken up to and including dismissal. Similarly failure to sign the declaration below will automatically result in your application being rejected.

I authorise Direct Group Limited to carry out all relevant checks that are necessary for compliance with FSA regulations, to process and store information from any individual, company, institution or other body which Direct Group Limited considers appropriate for the assessment of my suitability.

Applicant's Name:	
Applicant's Signature:	
Date:	