



Candidate Application Form

POSITION APPLIED FOR

Job title	Post reference number
Organisation	

1. PERSONAL INFORMATION

First name	Last name	
Previous last name (if applicable)		
Address		
Date of birth mm/dd/yy	Postcode	
Contact number	Place of birth	
Email address	National Insurance number	
Identification Select	Document Number	Upload File

Are you eligible to work in the UK?	☐ YES ☐ NO ☐
Have you been declared bankrupt within the past 6 years?	☐ YES ☐ NO ☐
Do you hold a current driving licence?	☐ YES ☐ NO ☐
Are you currently subject to Immigration Control?	☐ YES ☐ NO ☐
Have you had any driving convictions within the past 6 years?	☐ YES ☐ NO ☐

2. REFERENCES

Please give details of two referees, the first of which should be your current or most recent employer. If you do not have a recent employer then please supply a professional reference eg teacher, supervisor, accountant, solicitor

Name and title	Referee's position
Address	
	Postcode
Telephone number	
Email	

Name and title	Referee's position
Address	
	Postcode
Telephone number	
Email	

3. EMPLOYMENT HISTORY

Please list in order (most recent job first) all of the organisations you have worked for, both full time and part time in the past 10 years (continue on section 7 of this form under 'Additional information' if necessary). You should explain the reason for any breaks in employment dates.

Present or last employer

Organisation name	Job title
Address	
	Employed from to
	Telephone number

Employment history continued
Previous employers

Organisation name	Job title
Address	
	Employed from to
	Telephone number

Organisation name	Job title
Address	
	Employed from to
	Telephone number

Employment history continued
Previous employers

Organisation name	Job title
Address	
	Employed from to
	Telephone number

Continue on section 7 of this form under 'Additional information' if necessary.

4. REHABILITATION OF OFFENDERS ACT 1974

Do you have any convictions or cautions or actions pending? YES ☐ NO ☐

Some posts eg working with or having access to vulnerable adults or children are subject to an enhanced disclosure through the Disclosure & Barring Service (DBS) or Disclosure Scotland. If this is the case you need to disclose **all** convictions and cautions **no matter how long ago they occurred** and regardless of whether the offence was committed as a juvenile or adult.

If YES, please give details below Subject to the Rehabilitation of Offenders Act. A criminal record does not necessarily bar you from employment.

5. EDUCATION

You should enter details of any education you have received that is relevant to the job you are applying for, which subject(s) you were studying, the date you started and finished the course & the name of the educational establishment . You should also tell us what qualifications or certificates you attained.

Dates		Subject(s) studied	Grade attained	Name of establishment	Qualification/ Certification eg BA (Hons)
From	To				

Continue on section 7 of this form under 'Additional information' if necessary.

5A. PROFESSIONAL MEMBERSHIPS

You should enter any professional memberships or registrations that may be relevant to the role that you are applying for.

Professional	Body	Membership Type	Registration PIN	Expiry/ Renewal Date

Are you currently the subject of a fitness to practise investigation or proceedings by a licensing or regulatory body in the UK or in any other country?

☐ YES ☐ NO

Have you been removed from the register or have conditions been made on your registration by a fitness to practise committee or the licensing ☐YES ☐NO or regulatory body in the UK or in any other country?

If applicable, please provide details of any conditions/restrictions you may have?

6. TRAINING

You should enter details of any short or part-time training courses you have attended that may be relevant.

Dates		Course title	Certificate	Grade (optional)
From	To			

Continue on section 7 of this form under 'Additional information' if necessary

7. ADDITIONAL INFORMATION

Please enter any additional information relating to previous sections (with appropriate headings) below:

Data Protection Act 2018 & GDPR

The information given on this form will be relied upon should a subsequent contract of employment be offered to a candidate. Under the terms of the Data Protection Act 2018 the information you give will only be used for the purpose of HR management & assessment. Verid will contact other relevant organisations & data suppliers to authenticate factual information you have given on this application form. The information will be stored manually and electronically within the UK. This information will be passed to the prospective employer responsible for initiating this check & then removed from Verid UK secure servers.

Verid do not use automatic decision making or profiling & process all data in accordance with the GDPR framework. Our Privacy Policy can be found here: www.verid.co.uk/privacy.html

The Immigration, Asylum and Nationality Act 2006

The Immigration, Asylum and Nationality Act 2006 requires employers to check documents to establish a person's eligibility to work in the UK and compliance with any restrictions. Under the Act we are required to check your eligibility to work in the UK before you start work. We therefore verify evidence of your right to work in the UK as a part of the pre-employment screening process.

Declaration

I agree that the information I give you in connection with this application for employment may be stored and processed on secure UK servers for the purpose of HR management & pre-employment assessment.

I confirm that I am legally eligible to work in the UK & have answered all sections accurately & honestly. I understand that any falsehoods provided on this form may affect the success of my application for employment or termination of any current or future employment contract.

I authorise Verid to contact the organisations or individuals provided on this application & search external third party data sources within the UK & overseas to enable authentication of the information provided & to assess my suitability to take up employment including my perceived character & reputation.

I authorise Verid to return the final authentication report to the requesting employer/organisation supplied within the 'position applied for section' at the start of this form.

Date	Full Name:
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CONTACT

Completed application forms can be uploaded at www.verid.co.uk by the hiring agent or prospective employer.

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