



1. Application Form

Please complete in block capitals. Any continuation sheets should be marked with your name and the position applied for.

Position applied for: _____

PERSONAL INFORMATION	
Title	Dr/Mr/Mrs/Miss/Ms/Other*
Surname	
Forenames	
Address	
Postcode	
Telephone number	
Mobile number	
Email address	
Current driving licence	Yes/No*
Details of any endorsements	

EDUCATION	
Schools	Qualifications gained
College/University	Qualifications gained

EMPLOYMENT HISTORY (please list in chronological order with the most recent first)			
Dates	Name and address of employer	Start/finish salary	Reason for leaving

Notice required in current post: _____

*Please delete as appropriate.



GENERAL COMMENTS	
Please list here your specific reasons for this application, your main achievements to date and the strengths you would bring to this post. Continue on a separate sheet, if necessary.	

CRIMINAL RECORD	
Please note any criminal convictions, except those spent under the <i>Rehabilitation of Offenders Act 1974</i> . If none, please state.	

HEALTH INFORMATION	
Do you consider yourself disabled?	Yes/No*†
If yes, please detail any reasonable adjustments you are aware of that you would like the company to consider.	
Please list all absences from work in the past 12 months and the reasons for such absences.	

ENTITLEMENT TO WORK IN THE UK	
If you are not an EU National, do you have permission to work in the UK?	Yes/No*
If yes, you will need to produce evidence of your entitlement to work in the UK before taking up your post if your application is successful.	

*please delete as appropriate

† If you have indicated 'yes', we reserve the right to follow this up with a pre-employment medical questionnaire.

REFERENCES	
Please supply the names and addresses of two persons – one of whom should be your present/last employer – from whom we may obtain both character and work experience references.	



2. Equal Opportunities Statement

LinkPoint Resources Limited is committed to a policy of equal opportunities for all work seekers and shall adhere to such a policy at all times and will review on an on-going basis on all aspects of recruitment to avoid unlawful or undesirable discrimination. We will treat everyone equally irrespective of sex, sexual orientation, marital status, age, disability, race, colour, ethnic or national origin, religion, political beliefs or membership or non-membership of a Trade Union and we place an obligation upon all staff to respect and act in accordance with the policy.

LinkPoint Resources Limited shall not discriminate unlawfully when deciding which candidate/temporary worker is submitted for a vacancy or assignment, or in any terms of employment or terms of engagement for temporary workers. LinkPoint Resources Limited will ensure that each candidate is assessed only in accordance with the candidate's merits, qualification and ability to perform the relevant duties required by the particular vacancy.

Full statement available upon request and is downloadable at www.linkpointresources.co.uk

3. Data Protection Statement

The information that you provide on this form and on any CV given will be used by LinkPoint Resources Limited to provide you work finding services. In providing this service to you, you consent to your personal data being included on a computerised database and consent to us transferring your personal details to our clients.

We may check the information collected, with third parties or with other information held by us.

We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other way permitted or required by law.

4. Declaration

- I confirm that the above information is complete and correct, and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
- I confirm that LinkPoint Resources Limited are to provide me permanent / temporary recruitment services, acting as an agency as defined under The Employment Agencies Act 1973.
- I authorise LinkPoint Resources Limited to seek work on my behalf.
- I confirm that my data may be used for verification purposes for LinkPoint and their clients
- I accept the Terms and Conditions.*

*copy available upon request and available online at www.linkpointresources.co.uk

Signed:

Name: **Date:**/...../.....

Please return the completed form to:

Post: LinkPoint Resources Limited, 68 The Briars, Sevenoaks, Kent TN15 6EZ

Email: application@linkpointresources.co.uk



5. Vetting Consent Declaration

Please read the following statements carefully and then confirm your consent by signing and dating the form below.

I have submitted the information only for the purpose of employment vetting in relation to my application for employment with **LinkPoint Resources Limited or their clients.**

I authorise Know Your Candidate or any other verifying agent and/or their nominated agents to approach credit reference agencies, educational establishments and government agencies where appropriate to verify the information I have given.

I understand that for the purposes of complying with the Data Protection Act, the personal information provided in this form will be used by Know Your Candidate to discharge its duties as laid out in its contract with **LinkPoint Resources Limited**, which specifically includes the passing on of personal information to **LinkPoint Resources Limited**. This information will not be disclosed for any other purpose without my express permission.

I understand that **LinkPoint Resources Limited** may also require that a check is made on any criminal convictions I may have had in the past. I give consent to Disclosure Scotland to mail my disclosure certificate directly to Know Your Candidate and consent to Know Your Candidate opening and handling my disclosure certificate. I authorise Know Your Candidate to provide details of my disclosure report to **LinkPoint Resources Limited** and to hold a copy of my disclosure until 6 weeks after the completion of my background check. I further authorise Know Your Candidate to only return my disclosure certificate to me where convictions are listed, where my certificate is clear I authorise Know Your Candidate to securely dispose of my certificate.

By signing and dating this authorisation you are deemed to consent to our processing personal data about you where necessary for the purposes mentioned, including the processing of any sensitive data about you.

Signed:

Name: Date:/...../.....

Please return the completed form to:

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