

# PRIME MARKETING SOLUTIONS LIMITED

Application for Employment

1. Please Note application form contains basic information from which a candidate is assessed.
2. Please fill this form with BLOCK CAPITAL LETTERS through out.
3. Please also provide photo copies of following documents
  - PASSPORT/WORK PERMIT (WHERE NEEDED)
  - UTILTIY BILLS
  - PHOTO GRAPHIC ID
  - 2 PASSPORT PHOTOS
  - CSCS CARD IF YOU HAVE
  - ANY OTHER CERTIFICATE OR CARD IF YOU ACHIEVED

Please complete and return the form to

HR Department Prime Marketing Solutions Limited 11 High Street Harrow Weald HA3 5BY Or email to [hr@myprimemarketing.com](mailto:hr@myprimemarketing.com)

## Personal Information

Title: Mr/Mrs/Miss (Please indicate as appropriate) Other \_\_\_\_\_

Surname: \_\_\_\_\_ Full forename: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Post Code \_\_\_\_\_ Email: \_\_\_\_\_

Home Tel \_\_\_\_\_ Mobile No: \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

Ni Number: \_\_\_\_\_ Nationality \_\_\_\_\_

Date of Place of entry into Uk: \_\_\_\_\_

Passport No: \_\_\_\_\_ Work Permit No: \_\_\_\_\_

Marital tatus: \_\_\_\_\_

No of Children \_\_\_\_\_ Ages \_\_\_\_\_

Next of Kin: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Tel \_\_\_\_\_ Mobile No: \_\_\_\_\_

## Please Provide your Five years address history

Current Address: \_\_\_\_\_

Post code \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Previous Address: \_\_\_\_\_

Post code \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Previous Address: \_\_\_\_\_

Post code \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Previous Address: \_\_\_\_\_

Post code \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

### Uniform Size

Chest	inside leg	Height	Waist	Collar	Shoe
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### Conviction Rehabilitation Offender Act 1974

Do you have any Caution/ Conviction Yes No

Failure to declare that convictions may result in your application being rejected

If Yes please provide details on separate sheet.

### Qualification

Course Title	Name and Address of Training School/organisation/college	From	To

## 5 Years work History

Position	Name & address of the Employer with phone number & email	From	To

For Additional information Please Attach white sheet

## Reference:

The referees should have known you for a minimum of 2 years (within the last 5 years). The referee cannot be a blood relation and should not live at the same address as you or another referee. They cannot be your employer or a previous employer and ideally the referee should be a person in authority and/or someone who knows you well. In the event of gaps in employment history an additional referee may be required to provide a witness statement to cover these gaps.

**Reference: 01**

Name: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Email Address \_\_\_\_\_

Adress: \_\_\_\_\_  
 Post Code \_\_\_\_\_  
 Relation ship \_\_\_\_\_

**Reference: 01**

Name: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Email Address \_\_\_\_\_

Adress: \_\_\_\_\_  
 Post Code \_\_\_\_\_  
 Relation ship \_\_\_\_\_

## Reference:

**Trade References – (Only required if self-employed within the last 5 years)**

**Reference: 01**

Name: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Email Address \_\_\_\_\_

Adress: \_\_\_\_\_  
 Post Code \_\_\_\_\_  
 Relation ship \_\_\_\_\_

**Reference: 01**

Name: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Email Address \_\_\_\_\_

Adress: \_\_\_\_\_  
 Post Code \_\_\_\_\_  
 Relation ship \_\_\_\_\_

## ETHNICITY MONITORING FORM

How do you identify your ethnic group? Please select one from A to E and one of the options Within the A to E grouping:

<b>A White</b>	<b>D Black or Black British</b>
<ul style="list-style-type: none"> <li>• British</li> <li>• Irish</li> <li>• Any other White background</li> </ul> Please specify.....)	<ul style="list-style-type: none"> <li>• Caribbean</li> <li>• African</li> <li>• Any other Black background</li> </ul> Please specify.....)
<b>B Mixed</b>	<b>E Chinese or other ethnic group</b>
<ul style="list-style-type: none"> <li>• White and Black Caribbean</li> <li>• White and Black African</li> <li>• White and Asian</li> <li>• Any other Black background</li> </ul> Please specify.....)	<ul style="list-style-type: none"> <li>• Chinese</li> <li>• Any other</li> </ul> Please specify.....)
<b>C Asian or Asian British</b>	<b>F Arab or Middle Eastern descent</b>
<ul style="list-style-type: none"> <li>• Indian</li> <li>• Pakistani</li> <li>• Bangladeshi</li> </ul> Please specify.....)	<ul style="list-style-type: none"> <li>• Arab</li> <li>• North African</li> <li>• Iraqi</li> <li>• Kurdish</li> <li>• Any other Middle Eastern background</li> </ul> Please specify.....)

# Authorisation and Compliance

## DECLARATIONS

I certify that to the best of my knowledge, the information that I have given in my application for employment is true and complete. I understand and agree that if so required I will make a Statutory Declaration in accordance with the provisions of the Statutory Declarations Act 1835 in confirmation of previous employment or unemployment. I authorize the company or its agents to approach Government agencies, former employers, educational establishments, criminal justice agencies and personal referees for information relating to and verification of my Employment/unemployment record.

## DATA PROTECTION ACT 1998

Prime Marketing Solutions Limited and any out sourced vetting and screening service appointed and procured for compliance may use the information you have given on your application form (together with any information which we obtain with your consent from third parties) for assessing your suitability for employment. It may be necessary to disclose your information to our agents and other service providers.

By returning this form to us you consent to our processing sensitive personal data about you where this is necessary, for example information about your health, your credit status, ethnic origin, qualifications or criminal offences. You also consent to the transfer of your information to your current and future potential employers where this is necessary (this may be to companies operating abroad if you apply for work outside of the United Kingdom).

Your information will be held on our computer database and in our paper filing systems. By signing below you agree to this process and confirm that you do not have a criminal record subject to the current Rehabilitation of Offenders Act and any amendments. You have the right to apply for a copy of your information (for which we may charge a small fee) and to have any inaccuracies corrected.

## DISCLOSURE

To verify gaps in your employment record we may ask for your permission to apply for a Disclosure. You are applying for a position of trust and in the event of your being offered work as a sub-contractor by Prime Marketing Solutions Limited or one of its clients we may apply for a Disclosure. However, having a criminal record does not necessarily bar you from carrying out works. For more information ask one of our helpful staff for a copy of the CRB Code of Practice and/or our policy statement regarding ex-offenders. Disclosure information is treated in a sensitive way and is restricted to those who need to see it to make a recruitment decision. By signing this document you agree to show a copy of the Disclosure to your employer on request. The Disclosure information is not retained i.e. it is disposed of within the timescales recommended in the CRB Code of Practice. By signing below you agree to this process.

**Applicant Name** .....**NI Number** .....

**Applicant Signature** ..... **Date** .....