



## Application Form for Employment

Please complete this form and then upload via the careers page on our website  
[www.britcom.co.uk/about-us/careers](http://www.britcom.co.uk/about-us/careers)

### Privacy Statement

The Company requires certain information in order to assess your suitability for the role and to complete the application process. The information you provide will be treated in the strictest confidence, and used only for the purposes detailed in compliance with General Data Protection Regulations (GDPR). The data collected here will be stored in line with our Data Retention Policy and may be shared with third parties when there is a legitimate business need. For more information see the Company's Privacy Policy.

### POSITION APPLIED FOR:

<b>Surname</b>	<b>Forename(s)</b>	<b>Title</b>
<b>Address</b>		<b>Post Code</b>
<b>Date of Birth (Optional)</b>	<b>NI Number</b>	
<b>Telephone Number</b>	<b>Mobile Number</b>	
<b>Email Address</b>		
<b>Current Driving Licence?</b>	<b>YES/NO</b>	<b>Details of Endorsements</b>
<b>Are there any restrictions on you taking up employment in the UK? (If yes, please provide details)</b>		<b>YES/NO</b>

### EDUCATION HISTORY

<b>Dates</b>		<b>Name of School, College or University</b>
<b>From</b>	<b>To</b>	

Qualification	Subject	Year	Grade Attained

**Please list any responsibilities you have held and any special achievements or attainments accomplished.**

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# EMPLOYMENT HISTORY

(Please complete in full starting with your current employment first)

FROM - TO	NAME OF EMPLOYER	JOB TITLE AND DUTIES	SALARY	REASON FOR LEAVING

Notice Required in Current Post:

## REFERENCES

Please note here the names, addresses, telephone numbers and email addresses of two persons from whom the Company may obtain both character and work experience references. References will not be taken up prior to any short listing process.

<b>1. Name</b>	<b>2. Name</b>
<b>Address</b>	<b>Address</b>
<b>Telephone</b>	<b>Telephone</b>
<b>Email</b>	<b>Email</b>
<b>Relationship to Applicant</b>	<b>Relationship to Applicant</b>

## LEISURE

Please note here your leisure interests, sports, hobbies and other pastimes etc.

## CRIMINAL RECORD

Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none, please state. In certain circumstances employment is dependent upon obtaining a satisfactory basic disclosure from the Disclosure and Barring Service.

## GENERAL COMMENTS

Please detail here your specific reasons for this application, your main achievements to date and the strengths you would bring to this position.

## **DECLARATION** (Please read this carefully before signing this application)

1. I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal. I understand that the personal data provided will be processed by the Company, for the purposes of assessing this application in compliance with the company's data protection policies.
2. I agree that the Company reserves the right to require me to undergo a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor). I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with General Data Protection Regulations (GDPR).
3. I agree that should I be successful in this application, I will, if required, apply to The Disclosure and Barring Service for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the Company any offer of employment may be withdrawn or my employment terminated.

**Signed:**

**Date:**

Please now upload your completed application form on the careers page of our website [www.britcom.co.uk/about-us/careers](http://www.britcom.co.uk/about-us/careers)