

The Business Bureau

THE BUSINESS BUREAU LIMITED

2-6 THE BROADWAY, HAYWARDS HEATH, WEST SUSSEX RH16 3AH

Registered in England 1566643 Registered office as above

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CONFIDENTIAL

APPLICATION FOR EMPLOYMENT

Thank you for expressing interest in working for us.

We have pleasure in enclosing an Application Form together with a stamped addressed envelope to send your reply. Kindly arrange that your Form reaches us just as soon as possible so that you may be considered for an interview. The form should be fully completed in your own handwriting.

If you are selected for an interview you will be required to bring with you documentation as set out on the sheets that follow, as is now required by Government Regulations to prevent illegal working. The Regulations require that you present for copying by us either 1 document or 2 documents in the specified combination from List A, or 1 document or 2 documents in the specified combination from List B as explained.

Please let us know should you have any questions in this respect.

Revised March 2008

THE BUSINESS BUREAU LTD, 2-6 THE BROADWAY, HAYWARDS HEATH, RH16 3AH

APPLICATION FOR EMPLOYMENT

Position Applied for
How did you here about the position?

Surname

Mr/Mrs/Ms/Miss

Forenames

Address

Postcode

Telephone numbers

Home

Mobile

Current full driving licence? Yes/No Details of current endorsements

EDUCATION

Schools	From	To	Examinations and Results
College/University	From	To	Courses and Results
Further Education and Formal Training	From	To	Courses and Results

Professional memberships and qualifications

EMPLOYMENT HISTORY
Please start with most recent employer

Employed From - To	Name & Address of Employer	Job Title	Final Salary	Reason for Leaving

Current notice required

When would you be able to start work with us?

REFERENCES

Please list the names and addresses of two persons from whom we may obtain both work experience and character references. We reserve the right also to contact past employers.

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HEALTH DETAILS

Do you have a mental or physical disability? YES NO

If YES please give details

What special arrangements, if any, are required in the working environment to accommodate your disability?

Please give details of all sickness absences from work in the last 12 months

LESIURE INTERESTS

Please give details of interests, sports and hobbies

CRIMINAL RECORD

Please give details of any criminal convictions except those 'spent' under the rehabilitation of Offenders Act 1974. If none please state.

GENERAL COMMENTS

Please summarise below the principal reason for your application, highlighting your main achievements to date, and the strengths that you believe you would bring to the post.

DECLARATION

Please read this carefully before signing this application

I confirm that the information I have given in this Application is complete and correct and that any falsification, material omission or misleading information will give my employer the right to terminate any employment contract offered.

Signed Date

LIST A – DOCUMENTS WHICH PROVIDE AN ONGOING EXCUSE

1. A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.
2. A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of the European Economic Area or Switzerland.
3. A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office or the Border and Immigration Agency to a national of a European Economic Area country or Switzerland.
4. A permanent residence card issued by the Home Office or the Border and Immigration Agency to the family member of a national of a European Economic Area country or Switzerland.
5. A Biometric Immigration Document issued by the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom, or has no time limit on their stay in the United Kingdom.
6. A passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom, or has no time limit on their stay in the United Kingdom.
7. An Immigration Status Document issued by the Home Office or the Border and Immigration Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom, **when produced in combination with an official document giving**

the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

8. A full birth certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's parents, **when produced in combination with an official document** giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

9. A full adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's adoptive parents **when produced in combination with an official document** giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

10. A birth certificate issued in the Channel Islands, the Isle of Man or Ireland, **when produced in combination with an official document** giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

11. An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **when produced in combination with an official document** giving the person's permanent National Insurance

Number and their name issued by a Government agency or a previous employer.

12. A certificate of registration or naturalisation as a British citizen, **when produced in combination with an official document** giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

13. A letter issued by the Home Office or the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom **when produced in combination with an official document** giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

LIST B – DOCUMENTS WHICH PROVIDE AN EXCUSE FOR UP TO 12 MONTHS

1. A passport or travel document endorsed to show that the holder is allowed to stay in the United Kingdom and is allowed to do the type of work in question, provided that it does not require the issue of a work permit.
2. A Biometric Immigration Document issued by the Border and Immigration Agency to the holder which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question.
3. A work permit or other approval to take employment issued by the Home Office or the Border and Immigration Agency **when produced in combination with** either a passport or another travel document endorsed to show the holder is allowed to stay in the United Kingdom and is allowed to do the work in question, or a letter issued by the Home Office or the Border and Immigration Agency to the holder or the employer or prospective employer confirming the same.
4. A certificate of application issued by the Home Office or the Border and Immigration Agency to or for a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old **when produced in combination with** evidence of verification by the Border and Immigration Agency Employer Checking Service.
5. A residence card or document issued by the Home Office or the Border and Immigration Agency to a family member of a national of a European Economic Area country or Switzerland.
6. An Application Registration Card issued by the Home Office or the Border and Immigration Agency stating that the holder is permitted to take employment, **when produced in combination with** evidence of

verification by the Border and Immigration Agency Employer Checking Service.

7. An Immigration Status Document issued by the Home Office or the Border and Immigration Agency to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, and is allowed to do the type of work in question, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

8. A letter issued by the Home Office or the Border and Immigration Agency to the holder or the employer or prospective employer, which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.