



SCREENING AUTHORISATION

I the undersigned authorise SFM (UK) Ltd to approach previous employers, schools/colleges, personal referees, or Government Agencies or consumer credit check companies to verify that the information I have provided is correct.

I authorise the company to make a consumer information search with a credit reference agency, which will keep a record of that search and may share that information with other credit reference agencies. Should any concerns appear during the consumer information search, I accept that I will be required to make representation about the concern.

I understand that some of the information I have provided in this application will be held on a computer and some or all will be held in manual records.

I also accept that should the company find any forgeries whilst checking my documentation they will be obliged to report them to the appropriate authorities.

I further understand that employment with SFM (UK) Ltd is subject to satisfactory screening in accordance with the current issue of BS 7858 and I undertake to co-operate with the Company in providing any additional information required.

Name: _____

Signed: _____

Date: _____

APPLICATION FORMS – GUIDANCE NOTES

Please read the following notes to help you fill in the form correctly:-

Personal Details:	Make sure that your name, address and telephone number are written in full and easy to read.
Driving Licence, Penalty Points:	Let us know if you hold a current driving licence and also if there are any current penalty points.
Position Applied for:	The full job title of the post you are interested in should be completed.
Education & Training:	List your formal qualifications, including grades where appropriate, where they were obtained and when they were awarded. This information may be necessary for us to assess whether you are fully qualified for the vacancy. Please make sure nothing has been omitted.
Employment History:	Starting with your current employer, list all the employers you have worked for, providing the job title, your grade and rates of pay, start and leaving dates and the reason you left. This information may be used to assess whether you meet the experience requirement for the vacancy.
Information in support of your application:	This section is probably the most important part of your application, as you have to make your case here for selection. Make sure you complete this in a concise, well organised and positive way. Do not repeat your career history - refer only to the relevant parts. In considering your experience, remember all your previous work. Consider other relevant experience outside work, such as any community, voluntary or leisure activity you have been involved in. Remember that unpaid work or work at home is often just as valuable as being in a paid job. Let us know any relevant views on the requirements specified in the job description and person specification in support of your application.
References:	Please give details of two referees including your current or most recent employer. NB: References will be taken up prior to interview unless otherwise requested.
When could you start work for us:	Indicate the earliest date on which you could start work for us if the job is offered to you.
Criminal Record:	Employers are required to check the criminal background of those employees whose jobs give them access to children or other vulnerable members of society. Decisions to appoint will be subject to consideration of a disclosure from the Criminal Records Bureau. If the post for which you are applying requires a Criminal Records Bureau check, you must provide information about ALL convictions, as the post is automatically exempt from the Rehabilitation of Offenders Act 1974 and rules relating to 'spent' convictions do not apply. If the post for which you are applying does not require a Criminal Records Bureau check, you are still required to answer this question but you do NOT need to disclose convictions which under the Rehabilitation of Offenders Act 1974 are considered as 'spent'.



Application for employment

All information will be treated as strictly confidential and no approach will be made to any person without your permission. Please print clearly.

Position applied for:

If you obtained this position, would you continue in any other employment? Yes/no

Do we need to make any disability-related adjustments to allow you to take part in the recruitment process?

Personal details

Title:

Forename(s):

Surname:

Home address:

Postcode:

Home telephone:

Business telephone:

Email:

Education and training

School, college, etc

Dates

Qualifications

Previous employmentName & address of
employer

Dates

Job title
or dutiesReason for
leaving**Previous relevant experience**

Interests**Driving licence, etc.**

Current driving licence? Yes/no. If yes, type of licence

Any current endorsements? Yes/no. If yes, give details

Any motoring prosecutions pending? Yes/no. If yes, give details

List any criminal convictions other than "spent" convictions. If none, state "none".

The information provided will be confidential and will be considered only in relation to this application.

References

Character reference:

Work reference:

Post code:

Post code:

Telephone:

Telephone:

Please detail any further information you wish to put forward in support of your application.

Declaration

The above information is true. I understand that any job offer made on the basis of untrue or misleading information may be withdrawn or my employment terminated.

Signed:

Date:

Individual agreement to opt out of the 48 hour maximum average working week

Name _____ Department _____

This Agreement is made between

..... (Employer)

and

..... (Employee)

The Working Time Regulations 1998 provide that the average working week, including overtime, shall not exceed 48 hours.

1. The employer and the employee agree that this limit shall not apply to the employee.
2. This Agreement will remain in force indefinitely.
3. The employer or the employee may terminate this Agreement at any time by giving not less than three months' written notice to the other.

Signed:

.....
(For and on behalf of the Employer)

.....
(Date)

.....
(Employee)

.....
(Date)