

SECTION 2 (Contd) - About Your Education and Qualifications

SECONDARY EDUCATION			
Institution	Dates (to - from)	Subjects	Grade

Other skills

Please list other qualifications and skills for example IT; languages; travel or work experience in other countries.

Achievements

Please list awards and achievements such as scholarships; academic, sporting or cultural attainments.
Please include details of involvement in associations and any offices held.

Hobbies and Interests

What are your leisure interests?

SECTION 3 - About Your Past Employment and Work Experience

Dates (to - from)	Name of Employer	Position held and Duties	Reason for Leaving

SECTION 4 - General Information

Please provide dates on which you will NOT be available for interview.

Please state when you would be available to start work.

Why do you want to work within the insurance industry?

What are your aspirations for the future?

Please provide any further information you would like to be considered in support of your application.

Please give details of any criminal convictions:
(NB you are required to give details of any convictions that are not 'spent' as defined by the Rehabilitation of Offenders Act 1974)

SECTION 5 - Referees

Please provide details of at least two referees who can be contacted. One referee should be an academic official e.g. Head teacher; lecturer; tutor; a second should be a personal reference but not from an individual to whom you are related.

Please note that any offer extended to you by the firm will be subject to the firm obtaining satisfactory references.

REFEREE 1 (Academic):

Full Name:

Position:

Address:

Telephone Number:

Email (if appropriate):

REFEREE 2 (Personal):

Full Name:

Position:

Address:

Telephone Number:

Email (if appropriate):

DECLARATION

Please read this declaration carefully before signing.

I certify that the information on this application form is true and correct to the best of my knowledge and I understand the giving of false or misleading information may result in dismissal. By signing the declaration below I authorise Safeguard Insurance Services Limited and its agents/advisors to carry out all enquiries which [company name] deems necessary to verify the information I have given on this form (including but not limited to obtaining employment references and making enquiries with schools, colleges, universities or other educational establishments where any qualification is stated to have been gained).

I also authorise enquiries and checks to be made of my creditworthiness and for criminal records checks to be carried out where deemed applicable by Safeguard Insurance Services Limited. I confirm that the company may undertake a credit check on me before confirming any offer of employment and I understand that any offer is subject to the credit check being considered suitable by the company.

Note: References will be used to verify information provided on a candidate's CV and this application form and also to obtain other information regarding an applicant's suitability for the post. Any discrepancies identified will be raised with the candidate prior to taking any action.

Should you be successful with this application we will retain this form on your personnel file for the duration of your employment with the company and for a period of 6 years after leaving our employment. Should you be unsuccessful with this application this document will be destroyed by the company after 12 months of our notification to you. Should we wish to retain it after this period we will contact you for your written permission.

Signed:

A horizontal grey rectangular box used to redact the signature of the applicant.

Date:

A horizontal grey rectangular box used to redact the date of the application.

Deliberately different thinking