

APPLICATION FORM FOR EMPLOYMENT

Niche Client Services Ltd.

Please complete in black ink and return to:-
Suite 1/2, 351 London Road, Hadleigh, Essex SS7 2BT

Application for the position of:	
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Where did you hear about this vacancy? (please tick)	
Newspaper advertisement	
Internet	
Referral	

PERSONAL INFORMATION

Surname	Title:Mr/Mrs/Miss/Ms
Forenames	
Previous Names (if applicable)	
Address	
	(if your address has changed in the last 5 years give previous addresses, use a separate sheet if necessary)
E-mail address	
Date of Birth	
National Insurance No	
Telephone Home	
Telephone Work	
Telephone Mobile	
Most suitable time and place to be contacted	
Do you hold a current driving licence?	YES/NO
Are you a car owner?	YES/NO
Do you have any endorsements?	YES/NO
Do you any children?	YES/NO AGES:
Do you require a work permit to work in the UK?	YES/NO

EMPLOYMENT INFORMATION

Please give details of employment history for the last 3 years, starting with your current position. Any gaps in employment must be accounted for.

Present/most recent Employer's name and address and nature of business		
	FROM	TO
Job title and description of duties		
Reason for leaving		
Notice period required		
Final Salary	£	Pa.

Name of company	From	To	Type of business	Position	Final Salary	Reasons for leaving

EDUCATION

FROM	TO	NAME OF SCHOOL/COLLEGE/UNIVERSITY	QUALIFICATIONS GAINED & GRADES

RELEVANT TRAINING COURSES ATTENDED

Organising Body	Course Title	Date of Course

MEMBERSHIP OF PROFESSIONAL BODIES

Name of Body	Type of membership/membership Number	Date Obtained

REFEREES

Please give details of two employment referees who know you well and can provide current information about your work experience and skills. One of the referees should be your present or most recent employer. Please note that any offer of employment will be subject to satisfactory references.

CURRENT OR MOST RECENT EMPLOYER	
NAME	
JOB TITLE	
ADDRESS	
TELEPHONE	

SECOND EMPLOYER REFERENCE	
NAME	
JOB TITLE	
ADDRESS	
TELEPHONE	

Due to the nature of our business can you please give details of two people to provide personal references that have known for you at least 2 years?

NAME	
ADDRESS	
TELEPHONE	

NAME	
ADDRESS	
TELEPHONE	

GENERAL

If you answer YES to any of the following questions please give details.

Have you ever been declared Bankrupt or Insolvent	YES/NO	
Have you ever had a County Court Judgement	YES/NO	
Have you ever defaulted on any Financial agreement?	YES/NO	
Do you currently hold any Authorisations in the Financial Services Sector?	YES/NO	
Have you ever been refused, had terminated or withdrawn any Authorisation in the Financial Services Sector?	YES/NO	
Have you ever been disqualified as a Company Director?	YES/NO	
Have you ever been subject to a disciplinary investigation by a Regulator or Government Body or Agency? Currently or in the last 5 years.	YES/NO	
Have you been involved as a Director, Secretary or Partner with any Financial Services Business that has ceased to Trade, gone into Insolvency, Liquidation or Administration in the last 5 years?	YES/NO	

REHABILITATION OF OFFENDERS ACT 1974

You must declare any criminal convictions unless they are “spent” under the above act.

If appropriate, please state “NO CONVICTIONS TO DECLARE”

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HEALTH

The information on this form will enable the Company to assess your suitability for the employment you have applied for, so we can comply with our Health and Safety and Disability Discrimination Obligations.

Have you ever had a serious illness or accident from which has resulted in 5 days or more absence from work?	YES/NO
If Yes, please give details and dates:	
How many days have you been absent from work as a result of sickness in the past 12 months?	

Do you have any disabilities which are relevant to your application/employment?	YES/NO
If yes, please give details and dates:	

The company will use your information in this application form to assess your suitability for employment. The company has a duty to ensure that its staff are fit and proper to conduct business whilst in its employment.

We will ask you to provide a current credit report which we will use to assess your financial standing where relevant to the job you are applying for.

EQUAL OPPORTUNITIES

Niche Client Services Ltd is committed to a policy of equal opportunities in its employment practices. In order to monitor the progress of our recruitment and selection procedure, we need from you the personal details requested below.

ALL INFORMATION WILL BE TREATED IN STRICT CONFIDENCE

GENDER (please tick)	MALE <input type="checkbox"/>	FEMALE <input type="checkbox"/>
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RACIAL/ETHNIC ORIGIN	(please tick)
Bangladeshi	
Black African	
Black Caribbean	
Black Other (please specify)	
Chinese	
Indian	
Pakistani	
European (UK)	
European (other)	
Other (please specify)	

DECLARATION

I certify that the information given here is true to the best of my knowledge and I understand that any deliberate misrepresentation could result in disciplinary action being taken, the outcome of which could be dismissal. In accordance with the Data Protection Act 1998, I consent to the information provided being retained and I understand that any offer made is subject to satisfactory health clearance and the receipt of the following:-

- Satisfactory Work References covering the last 3 years.**
- Satisfactory Personal References covering the last 3 years.**
- Satisfactory Credit Report**
- Satisfactory proof of identity in the way of a Passport or Driving licence**
- Satisfactory proof of address, such as a utility bill dated within the last 2 months.**

Signed.....

Name (in block capitals).....

Date.....

*****When attending the interview, you must bring along this fully completed application form, Passport / Driving License and Utility Bill / Bank Statement plus P45 (from Previous Employer)*****