



# Sky Insurance

56 Southbury Road, Enfield, Middlesex, EN1 1YB

Tel: 020 8364 5500 Fax: 020 8364 5449

## APPLICATION FORM FOR EMPLOYMENT

### A PERSONAL DETAILS

Mr                      Mrs                      Ms                      Miss

Surname: .....

Forename(s): .....

Address:  
.....  
.....

Postcode: .....

Tel No: .....

Email: .....@.....

Current Driving Licence:    Yes/No

Details of Current Endorsements: .....

### B EDUCATION

SCHOOLS/COLLEGES	DATES	QUALIFICATIONS
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

### C EMPLOYMENT HISTORY

(Commence with most recent employer - use a separate sheet of paper if needed).

DATES		NAME & ADDRESS OF EMPLOYER	JOB TITLE	WAGES/SALARY	REASON FOR LEAVING
FROM	TO				

Current Notice Period Required: .....

**D HEALTH DETAILS**

Do you have a mental or physical disability? YES/NO

If yes please give details.

.....

What adjustments may need to be made to the working environment to accommodate your disability?

.....

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

.....

.....

---

**E CRIMINAL RECORD:**

Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state:

.....

---

**F REFERENCES:**

Please note the names and address of the two persons from whom we may obtain both work experience and character references.

- 1.** **2.**

---

**G LEISURE:**

Please note any sports, hobbies, pastimes etc:

.....

.....

---

**H OTHER INFORMATION:**

Please supply any additional information to support your application below or on a separate sheet and attach to this form if required.

.....

.....

.....

.....

---

**I DATA PROTECTION NOTIFICATION:**  
**(Please read this carefully before signing this application)**

The information you have provided in completing this application form will be used to process your application for employment. The Company will keep the information you have supplied confidential and will not divulge it to third parties, except where required by law, or where we have retained the services of a third party representative to act on your/our behalf.

**AUTHORISATION:** I have read the Data Protection notification and understand and agree to the use of my personal data in accordance with the Data Protection Act 1998.

**Signed:** ..... **Date:** .....

---

**J**

I confirm that the above information is correct and that any false or misleading information will give my employer the right to terminate any employment contract offered.

**Signed:** ..... **Date:** .....

---

**K**

I also confirm that I am legally entitled to work in the United Kingdom and if interviewed will produce one of the following documents from the list below:-

- a UK passport
- an EU passport or national identity card
- a UK residence permit issued by the Home Office
- an application registration card issued by the Home Office to an asylum seeker stating that the holder is permitted to take up employment

**or** two from the following:-

- an official document bearing a national insurance number along with:-
- a birth certificate, or
- a letter from the Home Office, or
- an immigration status document
- a work permit, along with:-
- a passport, or
- a letter from the Home Office

In either case, these must confirm the holder has permission to enter or remain in the UK and take the work permit employment in question.

**Position Applied for:** .....

**Job Ref:** .....

**Signed:** .....

**Date:** .....