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(When Complete)



## EMPLOYMENT APPLICATION FORM

Thank you for your interest in working with Versarien.

Versarien partners with a range of public and private organisations and, in the course of your employment, it is highly likely that you will be required to access and handle UK government information.

It is the UK government's policy that anyone accessing and handling government information must undergo pre-employment checks that meet the criteria of the Baseline Personnel Security Standard (BPSS).

The BPSS comprises verification of the following:

- Identity;
- Nationality and Immigration Status (including the entitlement to undertake work in the UK);
- Employment history over the last 3 years; and,
- Criminal Record.

As part of Versarien's recruitment process, all Applicants will be required to undergo these checks. In normal circumstances, an offer of employment will not be made until these checks have been satisfactorily completed.

To allow us to begin this process, you are invited to complete the Application Form below and return it by email to: [stephen.hodge@versarien.co.uk](mailto:stephen.hodge@versarien.co.uk)

You must return the complete form in longhand using CAPITAL LETTERS in BLACK ink.

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Position applied for:	
<b>PERSONAL DETAILS HR1</b>	
Title:	
Surname:	
Forenames:	
Alias(es)/Other Name(s) Used:	
Date of Birth:	
Male or Female:	
Current Address:	
Email:	
Telephone (Landline):	
Telephone (Mobile):	
National Insurance Number:	
Nationality at Birth:	
Do you hold a current driving licence? Please circle your response:	YES / NO
If 'YES' please answer the following questions.	
Vehicle Groups:	



Expiry date:	
Endorsements:	
Current Nationality (if different):	
Have you ever held any other nationality or citizenship? Please circle your response:	YES / NO
If 'YES', please specify:	
Do you consider yourself to have a disability? Please circle your response:	YES / NO
If 'YES' please tell us of any 'reasonable adjustments' we can make to assist you in the recruitment process and in subsequent employment:	



Please tell us if there are any dates when you will not be available for an interview:	N/A
<b>NATIONALITY AND IMMIGRATION STATUS</b>	
Please complete the 'Versarien Nationality and Immigration Status Form that accompanies this Application Form.	
<b>EDUCATION</b>	
Please provide your education history here:	
School/College/University:	Qualification gained:

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**EMPLOYMENT HISTORY (LAST 3 EMPLOYERS. START WITH THE MOST RECENT)**

Name and Address of Employer  
and dates of employment:

Job Title and Main Duties:

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**REFERENCES**

Please note here the names, company name (where applicable) and the email address or contact phone number of TWO individuals from whom we may obtain both work and character references.

Individual 1:

Individual 2:

**PROFESSIONAL QUALIFICATIONS**

Please note here any memberships you hold of professional bodies, including grade of membership and other relevant details:

**PERSONAL DEVELOPMENT**

Please note here any courses, membership, voluntary work or responsibilities you have obtained that you consider relevant to this application with outcomes where applicable'

**CRIMINAL RECORD**



The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

You are requested to apply to the Disclosure and Barring Service for a BASIC CHECK. Details of how to apply can be found on the GOV.UK website through the 'Criminal Record Disclosure/Basic DBS Checks: Guidance' page.

A fee of £23 is payable within 10 days of your application. Versarien will reimburse the fee upon your acceptance of an Offer of Employment.

Most Basic Checks will take up to 14 days to process. On receipt of your DBS Certificate, you are to send the original to Versarien for verification. An Offer of Employment will not be made until the certificate has been received and verified. Versarien will retain the certificate in your records should you accept the Offer of Employment, otherwise it will be returned to you.

#### DATA PROTECTION STATEMENT

All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only.

The Company will treat all personal information with the utmost confidentiality and in line with current data protection legislation.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.

For more information on how we use the information you have provided, please refer to our Privacy Policy which can be found on our website.

#### DECLARATION

I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any Offer of Employment is subject to Versarien being satisfied with the results of a series of relevant checks including references, eligibility to work in the UK, criminal convictions and a probationary period.

Signature:..... Date:.....

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**Versarien**<sup>®</sup>

**For Versarien use only.**

Applicant reference:

Date form received:

Form complete? Circle response: YES / NO

Action required:

Note 1:

To enable Versarien to verify responses given in this form, an Applicant must provide when requested the following ORIGINAL documents:

- Current Passport or National Identity Card (if held) or Biometric Residence Card/Permit
- Birth Certificate (long version only)
- Education Attainment Certificates
- Professional Membership Certificates
- National Insurance Card
- Current Driving Licence - Photocard Licence or Full Licence (if old version)
- Proof of Address - two of the following:
  - Utility Bill issued within the last 3 months
  - Local Authority Council tax Bill for the current Council Tax year
  - Current UK Driving Licence
  - Bank, Building Society or Credit Union statement within the last 3 months
  - Mortgage Statement from a recognised lender issued for the last full year
  - Council or Housing Association Rent Card or Tenancy Agreement for the current year
  - HMRC Self-Assessment letter or tax demand dated within the current Financial Year
  - Electoral Register entry
  - NHS Medical Card or letter of GP Practice Registration
  - Education attainment certificates

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