



# Reliance Facilities Limited

## Employment Application form

**Dear Applicant**

**Date:**

Please complete the application form and note there should not be any gaps more than 28 days in your past '5 years' employment history.

Ensure you attach the following documents. Your application will be considered incomplete if any documents mentioned below are missing. Please attach originals as they will be copied and handed back to you.

1. Passport including Valid 'Visa' page.
2. Valid SIA badge.
3. 2 recent photographs.
4. 2 recent Proofs of address.
5. Academic records/certificates.
7. Copy of NI No
8. Other required documents

Thanks

***Tayab Ghauri***

**Managing Director**



# Reliance **Facilities** Limited

**PLEASE COMPLETE ALL SECTION IN CAPITAL LETTERS**

Title:		Forename	
Middle Name		Surname	

Date of Birth		Nationality	
---------------	--	-------------	--

Contact No		Email	
------------	--	-------	--

National Insurance No									
-----------------------	--	--	--	--	--	--	--	--	--

Address: - .....
.....
.....

From		To	
------	--	----	--



# Reliance Facilities Limited

If Less than five years at current address

From		To	
------	--	----	--

Previous Address: - .....

.....

.....

From		To	
------	--	----	--

Previous Address: - .....

.....

.....

From		To	
------	--	----	--



# Reliance Facilities Limited

Next Of Kin	
-------------	--

Relationship		Contact No	
--------------	--	------------	--

S.I.A Licence																			
------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Licence Type		Licence Expiry Date	
--------------	--	---------------------	--

Do you need visa to work or remain in UK (yes/No)					
Type		Expiry Date		Date of Entry/ RE Entry	

## Education and Training History,

From. mm/yyyy	To: mm/yyyy	Institute	Qualification



# Reliance Facilities Limited

## Previous History

Please record your previous history below. Must have minimum 5 Years history .Including details of any periods of Unemployment, Self Employment, Sickness, Travel, Gap years or Other Activity,

**Start with Current/Most Recent First. Continue on a Separate page if necessary**

**1-**

Start Month/Year	Finish Month/Year	Name &Address of Employer	What were you doing
Contact Name		Notice required/ Reason for Leaving.	
Contact Number			
Email Address			

**2-**

Start Month/Year	Finish Month/Year	Name &Address of Employer	What were you doing
Contact Name		Notice required/ Reason for Leaving.	
Contact Number			
Email Address			

**3-**

Start Month/Year	Finish Month/Year	Name &Address of Employer	What were you doing
Contact Name		Notice required/ Reason for Leaving.	
Contact Number			
Email Address			

**4-**

Start Month/Year	Finish Month/Year	Name &Address of Employer	What were you doing
Contact Name		Notice required/ Reason for	



# Reliance Facilities Limited

		Leaving.
Contact Number		
Email Address		

5-

Start Month/Year	Finish Month/Year	Name &Address of Employer	What were you doing
Contact Name		Notice required/ Reason for Leaving.	
Contact Number			
Email Address			

## REFERENCES

These must be persons who have known you continuously for at least two years and can vouch for you good character- They may not be a previous Employer or relative.

Referee 1		Referee 2	
Name		Name	
Address		Address	
Contact No		Contact No	
Email Address		Email Address	
Profession		Profession	
How Long Known		How Long Known	



# Reliance Facilities Limited

## Other Employment

Please list other employment you would continue to do if you were successful in obtain employment.

--

## Leisure

Please note your leisure interest and hobbies

--

## Criminal Record

Stay any criminal conviction (Subject to Rehabilitation of offenders Act 1974) if NONE Please State NONE

--

**Occupational Health Section:** This section must be completed **fully** to progress your application

Question	YES	NO	Details	
Do you suffer from or have history of any muscular or skeletal conditions (Inc back pain, arthritis, muscle spasms, cramps, etc).				
Are you Colour blind at all (If so please give details on reverse)			PASS	FAIL
Have you or any member of your family any history of heart problems.				
Have you or any member of your family any history of Chest, Bronchial, Respiratory or Asthma type problems.				
Are you allergic to anything				
Are you prone to fitting, seizure, fainting etc.				
Have you ever suffered from nervous breakdown, panic attacks, mental illness				
Do you suffer from high or low blood pressure				
Have you any hearing difficulties				
Have you any smell or eye sight difficulties (Please give details on reverse)			PASS	FAIL
Do you suffer from any sleep disorders				



# Reliance Facilities Limited

When considering your home environment, health profile and family demands: Are you able to work at night and sleep adequately during the day.			
<b>Are you under any medication at all</b> If so please give details			
<b>Please record here any special needs that you require that will enable you to carry out your duties satisfactorily.</b>			

Bank Detail				
Account Name				
Account No		Sort Code		Bank

<b>Other Information-</b>
---------------------------

### **SCREENING & VETTING DECLARATIONS:**

I certify that to the best of my knowledge, the information that I have given by me in this application is true and complete to the best of my knowledge and belief. I understand that any false statement or omission may render me liable to prosecution or dismissal without notice. I fully understand the consequences which may arise as a result of knowingly making a false declaration to gain employment or pecuniary advantage. (Theft Act 1968 Section 16). I accept that I may be required to undergo a medical examination where requested by the Company and I consent to the results of such examination being given to a Company Director. I further understand that a credit agency check may be carried out on me and I give my consent to this.

I understand and agree that if so required I will make a Statutory Declaration in accordance with the provisions of the Statutory Declarations Act 1835, in confirmation of previous employment or unemployment. I authorize the company to approach Government agencies, former employers and personal referees for verification of my employment/unemployment record.





# Reliance Facilities Limited

## DISCLOSURE:

You may be employed in a position of trust by a company or one of its subsidiary companies we may have to apply for a Disclosure from the Criminal Records Bureaux. However, having a criminal record does not necessarily bar you from employment. If you wish to obtain more information please ask The Company Personnel Department for their Code of Practice or their policy statement regarding ex-offenders. Disclosure information is treated in a sensitive way and is restricted to those who need to see it to make a recruitment decision. The Disclosure information is not retained i.e. it is disposed of within the timescales; recommended in the CRB Code of Practice. By signing below you agree to this process.

## DATA PROTECTION ACT 1998:

Reliance Facilities Limited will use the information you have given on this form (together with any information which we obtain with your consent from third parties) for assessing your suitability for employment within certain contracts managed by your employers. It may be necessary to disclose your information to our agents and other service providers.

By returning this form to us you consent to our processing sensitive personal data about you where this is necessary, for example information about your past employment, finances, ethnic origin or criminal offences. You also consent to the transfer of your information to your employers where this is necessary.

Your information will be held on our computer database and in our paper filing systems. You have the right to apply for a copy of your information (for which we may charge a small fee) and to have any inaccuracies corrected.

<b>Signature of Applicant:</b>		<b>Date:</b>	
<b>Print Name</b>			

<b>Employer Signature:</b>		<b>Date:</b>	
<b>Print Name</b>		Position	