



**Referees**

In order to conform to relevant British Standards candidates are required to provide details of two referees (not relatives). If practicable, one of your referees should be from your most recent employer.

1. First referee	2. Second referee	
Title (Mr, Mrs, Miss, Ms etc.)	Title (Mr, Mrs, Miss, Ms etc.)	
Name	Name	
Job title	Job title	
Company	Company	
Address	Address	
Postcode	Postcode	
Telephone number	Telephone number	
Relationship (e.g. Manager)	Relationship (e.g. Manager)	
Time known ( <i>number of years</i> )	Time known ( <i>number of years</i> )	
If you are short listed for this position, do you give consent to us contacting your referees prior to your interview?	First referee	Yes / No
	Second referee	Yes / No

**Staff Vetting and Recruitment Policy**

Due to the nature of the work for which you are applying, Entrust UK Limited has the right to obtain all relevant information including details of criminal convictions (if any) about the applicant. You are therefore asked to reveal any such information which will of course be kept in the strictest confidence.

Applicants are required to disclose all criminal convictions, cautions, bind-over orders, reprimands and final warnings including those considered "spent" no matter how long and how far they date back.

Applicants should also note that we ask candidates to voluntarily undertake a Criminal Records Bureau (CRB) disclosure check.

Failure to disclose any criminal convictions, cautions, bind-over orders reprimands or final warnings, including those considered "spent", may result in an offer of appointment being withdrawn or in dismissal following appointment. Having a criminal record will not necessarily bar you from employment with the company. This will depend on the nature of the work and the circumstance and background to the offence(s).

Please note: A CRB Code of Practice exists and we have a written policy on the recruitment of ex-offenders (copies of both documents will be made available upon request).

Do you have any convictions, cautions, bind-over orders, reprimands or final warnings?	Yes / No ( <i>If yes, please give details - continue on a separate sheet if necessary</i> )
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Date of Offence	Nature of Offence	Outcome

**Declaration**

I declare that the information I have given on this form is correct to the best of my knowledge. I understand that any false information given on this form or in accompanying paperwork (e.g. CV) may render an offer of employment invalid or in the future lead to termination of employment.

I also understand that the appointment will be subject to a thorough screening process and confirm that to the best of my knowledge there are no medical reasons which would prevent me from undertaking the duties of the post.

Signature:	Date:
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Thank you for submitting your application to Entrust UK Limited

Please Return to: Entrust<sup>UK</sup> Limited, FAO: Linda Stone, Ash House, Fairfield Avenue, Staines, TW18 4AB

- Please attach a recent passport photograph (less than 3 months old) to this application
- Please state where you saw our job position advertised .....