For office use only

Date received:

Received by (initials):

Job Application Form

Vacancy Title:

Please tell us how you heard about this vacancy:

1. Personal details

Last Name: First Name:

Current Address:

Postcode:

How long have you lived at this address? *If less than three years please supply previous address below*

Previous Address:

Postcode:

Home Telephone No. Daytime Contact No.

E-mail address:

National Insurance No.

Passport Number.

Driving Licence No.

Licence Valid from.

Nationality:

Date of Birth.

Emergency Contact Details

Name: Relationship:

Address:

Postcode:

Home Telephone No. Daytime Contact No.

E-mail address:

Are you free to remain and take up employment in the UK? Yes ☐ No ☐

Driving Licence

Do you hold a full, clean driving licence valid in the UK? Yes ☐ No ☐

If no, please give details below:

Do you own a car or have access to one? Yes ☐ No ☐

You will be responsible for ensuring that you have the necessary vehicle insurance for use on business (if relevant to post)

Have you previously been invited for an interview with, or employed by, BPO Collections? Yes ☐ No ☐
If yes, please state position(s) applied for / held:

Are you involved in any activity which might limit your availability to work or your working hours e.g. local government? Yes ☐ No ☐
If yes, please give details below

Are you willing to work overtime and weekends? Yes ☐ No ☐

How many periods have you been absent from work in the last 12 months? Please give details:

2. Convictions/ Disqualifications

Upon offer of employment we reserve the right to request a Criminal Records Bureau Disclosure at Standard level and this disclosure will include details of cautions, reprimands or final warnings as well as convictions.

Please provide details below of any convictions which are not spent under the terms of the Rehabilitation of Offenders Act 1974:

3. Credit Reference Agency

Upon offer of employment we reserve the right to request a Credit Bureau Search, your employment will commence subject to satisfactory references being received.

Please make us aware in advance of any adverse history you are aware of:

4. Equal Opportunities Statement

BPO Collections wishes to promote equal opportunities in all its employment practices. To do so, information is asked of candidates which will help us to eliminate any practices which may be discriminatory.

This statement will not be used to assess your suitability for employment. **This is a voluntary questionnaire and is optional whether you complete this.** The information you provide will be handled in strictest confidence and will only be used for statistical monitoring purposes.

Do you consider yourself to be disabled as defined under the Disability Discrimination Act?

If Yes please indicate what type of disability in the boxes below. Yes ☐ No ☐

Blind or serious visual impairment ☐	Mental Health Condition ☐
Cognitive Impairment ☐	Other type of Disability ☐
Deaf or serious hearing impairment ☐	Physical Impairment or Mobility Issues ☐
General Learning Disability ☐	Specific Learning Disability ☐
Long Standing Illness or Health Condition ☐	Prefer not to disclose type of disability ☐

Nationality

Gender

Male ☐	Female ☐

5.Reasonable Adjustments/Arrangements for Interview

Please contact us if you need the application form in an alternative format or let us know if you need any adjustments for the interview.

6. Declaration

Statement to be Signed by the Applicant

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

I agree that BPO Collections can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the Data Protection Act 1998.

I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.

Signed: **Date:**

Candidates selected for interview will normally be notified within four weeks of the closing date.

If you return this form by email, you will be asked to sign your application at interview.

7. Submitting your application

By E-Mail:
hr@bpomail.co.uk

Enquiries:
Telephone: 0141 255 2402

Please ensure you also enclose a copy on your up to date C.V.