



Data Protection Act, 1998

I.C.A. may put the information you give onto a computer to assist with your application.

Application for employment

VACANCY DETAILS

Vacancy applied for

Reference number

Please return by email to:

pam@ica.co.uk

By Post to:

H.R Department.
Glencroft House
Vale Road Heaton
Mersey Stockport
SK4 3QR.

- Where tick boxes appear, please press **space bar** to insert 'X' to those that apply.

Personal details

1	Title	<input type="text"/>	If OTHER, please specify ▶	<input type="text"/>
	First name(s)	<input type="text"/>	Surname	<input type="text"/>
2	Address (including Postcode)		3	Daytime telephone number (include STD code)
	<input type="text"/>			<input type="text"/>
				Evening telephone number (include STD code)
				<input type="text"/>
4	E-mail address			
	<input type="text"/>			
5	Please state driving licences held (include any points on your licence and the reasons for them)			
	<input type="text"/>			
6	Work history (starting with the most recent first)			

Employer	Position held and description of duties	Reason for leaving

7 Education and training (*starting with the most recent first*)

School/College/University etc attended	Qualifications gained or course studied

8 Do you hold a current, valid passport or ID card?

Yes

No

9 Any other information relevant to your application (for example, skills, languages, reasons for suitability)

(Please use a separate sheet if necessary)

10. References

1.	2.
Name	Name
Address	Address
Telephone number	Telephone number
Position.	Position

11. If you require any particular arrangements when attending an interview, please give details.

Declaration

12. I confirm that, to the best of my knowledge, the information given on this form is correct. *(Print and sign)*

Signed

Date

Name

Additional Information Request.

All Applicants are required to provide us with documents as detailed in List A and List B below.

LIST A

DOCUMENTS WHICH ESTABLISH AN ONGOING ENTITLEMENT TO WORK IN THE UK:

- 1).**A current (in date) passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom. When copying a passport please copy the page with your photograph on and also the front cover.
- 2).**A current (in date) passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of the European Economic Area or Switzerland.
- 3).**A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office or the Border and Immigration Agency to a national of a European Economic Area country or Switzerland.
- 4).**A permanent residence card issued by the Home Office or the Border and Immigration Agency to the family member of a national of a European Economic Area country or Switzerland.
- 5).**A Biometric Immigration Document or Identity Card issued by the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom, or has no time limit on their stay in the United Kingdom.
- 6).**A passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom, or has no time limit on their stay in the United Kingdom.
- 7).**An Immigration Status Document issued by the Home Office or the Border and Immigration Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
- 8).**A full birth certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's parents, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
- 9).**A full adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's adoptive parents **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
- 10).** A birth certificate issued in the Channel Islands, the Isle of Man or Ireland, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
- 11).**An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
- 12).**A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
- 13).**A letter issued by the Home Office or the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

LIST B

DOCUMENTS WHICH INDICATE RESTRICTIONS ON ENTITLEMENT TO WORK IN THE UK AND ESTABLISH AN ENTITLEMENT TO WORK IN THE UK FOR UP TO 12 MONTHS.

Please note that employees who have a restricted entitlement to work in the UK will be required to have their documents checked at least once every 12 months.

- 1).**A passport or travel document endorsed to show that the holder is allowed to stay in the United Kingdom and is allowed to do the type of work in question, provided that it does not require the issue of a work permit.
- 2).**A Biometric Immigration Document or Identity Card issued by the Border and Immigration Agency to the holder which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question.
- 3).**A work permit or other approval to take employment issued by the Home Office or the Border and Immigration Agency **when produced in combination with** either a passport or another travel document endorsed to show the holder is allowed to stay in the United Kingdom and is allowed to do the work in question, or a letter issued by the Home Office or the Border and Immigration Agency to the holder or the employer or prospective employer confirming the same.
- 4).**A Certificate of Application issued by the Home Office or the Border and Immigration Agency to or for a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old **when produced in combination with** evidence of verification by the Border and Immigration Agency Employer Checking Service*.
- 5).**A residence card or document issued by the Home Office or the Border and Immigration Agency to a family member of a national of a European Economic Area country or Switzerland.
- 6).**An Application Registration Card issued by the Home Office or the Border and Immigration Agency stating that the holder is permitted to take employment, **when produced in combination with** evidence of verification by the Border and Immigration Agency Employer Checking Service*.
- 7).**An Immigration Status Document issued by the Home Office or the Border and Immigration Agency to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, and is allowed to do the type of work in question, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
- 8).**A letter issued by the Home Office or the Border and Immigration Agency to the holder or the employer or prospective employer, which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

WHERE TO GO FOR FURTHER INFORMATION

For further information on entitlement to work in the UK, contact the UK Borders Agency Employers Helpline on 0845 010 6677. For further information on the new identity cards which are being gradually phased in from November 2008, contact the UK Borders Agency Card Verification Helpline on 0300 123 4699. Alternatively visit the Home Office website.