|  |  |
| --- | --- |
| Position applied for |       |

## 1. Personal Information

|  |  |  |
| --- | --- | --- |
| **Title** | **Surname** | **Forename(s)** |
|       |       |       |
| **Date of Birth** | **Nationality** | **Place of Birth** |
|       |       |       |
| **Home phone number** | **Mobile phone number** | **National Insurance number** |
|       |       |       |
| **Email address** |  |  |
|       |

## 2. Address Information

Please provide 5 years of address history. Continue in section 10 if necessary.

|  |  |  |
| --- | --- | --- |
| **Current address** |       | **Date moved in dd/mm/yyyy** |
|       |
| **Time at this address** |
|       |
| **Previous address** |       | **Date moved in dd/mm/yyyy** |
|       |
| **Date moved out dd/mm/yyyy** |
|       |

## 3. Secondary School

To comply with DfT regulations, we are required to obtain a 5 year education and/or work history with no periods of 28 days or more unaccounted for.

|  |  |  |
| --- | --- | --- |
| **School name and address** |       | **Date started dd/mm/yyyy** |
|       |
| **Date completed dd/mm/yyyy** |
|       |
| **Qualifications** | **Grades** | **Qualifications** | **Grades** |
|       |       |       |       |

## 4. College

|  |  |  |
| --- | --- | --- |
| **College name and address** |       | **Date started dd/mm/yyyy** |
|       |
| **Date completed dd/mm/yyyy** |
|       |
| **Qualifications** | **Grades** | **Qualifications** | **Grades** |
|       |       |       |       |

## 5. University

|  |  |  |
| --- | --- | --- |
| **University name and address** |       | **Date started dd/mm/yyyy** |
|       |
| **Date completed dd/mm/yyyy** |
|       |
| **Course title(s) and grade(s)** |       |

## 6. Current or most recent employer

|  |  |
| --- | --- |
| **Your position or role** |       |
| **Employer name and address** |       | **Date started dd/mm/yyyy** |
|       |
| **Date finished (if applicable)** |
|       |
| **Contact name** | **Contact phone number** |
|       |       |

## 7. Previous employer (if within last 5 years)

If you have had further employers in the last 5 years, please continue in section 10.

|  |  |
| --- | --- |
| **Your position or role** |       |
| **Employer name and address** |       | **Date started dd/mm/yyyy** |
|       |
| **Date finished dd/mm/yyyy** |
|       |
| **Contact name** | **Contact phone number** |
|       |       |

## 8. Personal Reference

There can be no unaccounted for absence greater than 28 days within the last 5 years. If a 5 year education/work history cannot be given without gaps of more than 28 days, a personal reference from a professional person (e.g. policeman, solicitor, doctor or JP) may be allowed provided they have known you for 3 or more years and can account for the absence on the previous pages.

|  |  |
| --- | --- |
| **Name** |       |
| **Profession** |       |
| **Address** |       | **Contact phone number** |
|       |
| **Length of time known** |
|       |

## 9. Next of Kin

Please provide emergency contact details for your next of kin.

|  |  |
| --- | --- |
| **Name** |       |
| **Address** |       | **Contact phone number** |
|       |
| **Relationship to you** |
|       |

## 10. Continuation area

|  |
| --- |
|       |

## 11. Declaration

I confirm that all the information stated in the attached document is complete and accurate.

If so required, I agree to make a Statutory Declaration, in accordance with the provisions of the Statutory Declaration Act 1835, in confirmation of any previous period of either employment or unemployment.

I confirm that I have the right to work in the United Kingdom.

I agree to provide UKP Worldwide, when requested, with:

* My National Insurance number
* My passport or photo-card driver’s licence
* A utility bill in my name, dated within the last 3 months

I confirm that I have no criminal convictions (including any convictions outside the UK) other than any treated as spent under the provisions of the Rehabilitation of Offenders Act 1974. I understand that it is the policy of UKP Worldwide to take out a criminal records check (Disclosure and Barring Service (DBS) or Disclosure Scotland) on me, as I will be involved in the preparation of SPX (secure) cargo.

I authorise UKP Worldwide and/or its nominated agency to approach my former employers, educational establishments, government agencies and personal referees for verification of the information given in the attached document.

I understand that any misrepresentation of the facts is a ground for refusal of employment or disciplinary proceedings (and, in appropriate cases, criminal charges).

|  |  |
| --- | --- |
| Signature |       |
| Date |       |
| Print name |       |

Please submit this application either in person or by post to:

Site Security Representative

UKP Worldwide

Unit 12 Century Court

Westcott Venture Park

Westcott

Aylesbury

Buckinghamshire

HP18 0XP