



Application for Employment

Dear

Thank you for your enquiry concerning employment with AGS People Ltd.

We only employ people who can demonstrate a checkable work/education history for at least 2 years. Therefore to enable us to process your application, it is essential that you supply all the information requested.

An application pack is enclosed, please complete and return as soon as possible. You will also need to supply the following copies:

- o **1 x I.D. Passport Photograph, Driving Licence**
- o **Proof of eligibility to work in the UK i.e. passport, Visa, ID Card**
- o **Proof of address i.e. Utility Bill, Bank statement**
- o **Proof of National Insurance number**
- o **Copies of all relevant Underground passes (LUA-LU, LUA-TLL & SPIC permits etc.)**

The majority of our work is for London Underground. If you have not worked in this environment before, all staff are required to complete the Access, Health, Safety and Environment (AHS&E) briefing. Once the briefing is completed the candidate will receive an LUA-TLL or Lucas card

All offers of employment are subject to us receiving satisfactory references and verification of your I.D.

Please send ALL correspondence to **AGS People Ltd, Unit D, Hyde Business Park, Brighton, BN2 4JE.**

Thank you for your interest in working for AGS.

Yours sincerely

AGS People Ltd

Office Use Only:

Availability

Shift Preference

Grade 1 & 2



Candidate Application Form

Section 1

Date of Application Position Applied For

Title Mr / Mrs / Miss / Ms

Surname First Names

Date of Birth

Home Address

..... Post code

.....

Home Telephone No..... Mobile No.....

E Mail Address

National Insurance Number

Current Driving Licence: YES/NO

Use of Car: YES/NO

Next of Kin/Emergency Contact:

Surname First Names

Home Address

..... Post Code

Relationship to you

Home Telephone Number.....

Work No..... Mobile No

Following a change in UK law effective from 29th February 2008, any person seeking employment must produce documents proving eligibility to work in the UK.

In line with Home Office guidance we will need to verify and take a copy of your original documentation as evidence of your right to work in the UK.

This is a requirement of your application as it enables AGS People to assess your eligibility. Please complete the following.

Nationality Country of Birth.....

If non EU nationality, type of Visa visa expiry date

Passport No.....

I have the right to work in the UK and indefinite leave to
Remain in the UK (please Circle yes or no) Yes/No

If **No** please give explanation below, if Yes please provide objective evidence i.e. copy of visa and work permit if required

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Section 2

(ONLY COMPLETE IF WE HAVE NOT RECEIVED YOUR CV)

Present Employer (or most recent)				
Name and address of Employer	Post Title	Date Appointed	Grade & Present Salary	Notice Period
Briefly describe your current post: (please continue on a separate sheet if necessary).				

Previous Employment.				
Please start with the LAST post first				
From	To	Name and address of Employer	Position held/work undertaken	Reason for leaving

Education and Qualifications				
Please give details of academic, vocational/professional qualifications.				
Fro	To	Name and address of School/College/University attended	Subjects Studied	Degree/Certification/Other qualification

<u>If applicable, please tick the relevant boxes below and bring original certificates if invited to interview</u>		
Certificates (attach copies if possible)	Held Y/N	Expiry Date/Comments
LU Access Briefing (was Entry Permit)		
Track Accustomed		
Depot Track Accustomed		
Site Person in Charge (engineering hours)		
Track Site Person in Charge		
Track Trolley Operator		
Track Competent Person (traffic hours)		
Depot Track Competent Person		
Protection Master (PM) Track Safety		
Protection Master (PM) Traffic Hours		
QUAF 54		
Fire Watchperson		
First Aid		
Lifts & Escalator		
Confined Spaces		
PASMA		
IPAF		
CSCS		
Passport to Health & Safety		
Personal Track Safety (PTS).		
Control of Site Safety (COSS)		

Section 3

Criminal Convictions

Do you have any unspent criminal convictions? Yes/No (please circle as applicable)

A conviction will become spent after a rehabilitation period. The rehabilitation period is 10 years.

If yes, please list your criminal convictions and their dates below. The information given will be treated in confidence and only taken into account where, in the reasonable opinion of AGS People limited, the offence is relevant to the post for which you are applying

Failure to declare a conviction may require us to exclude you from our register or terminate an assignment if the offence is not declared but later comes to light.

Medical Declaration

Do you consider yourself to have any medical problems or disabilities relevant to this position?

Yes / No (please circle as applicable)

If 'yes', please give details:

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In the last 12 months, how many days off have you taken due to ill health?

Are you able to work at nights? Yes / No (please circle as applicable)

Are you able to work at week-ends? Yes / No (please circle as applicable)

Are you currently registered with any other agencies, if so, which ones?

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Section 4

<u>References</u>	
Please give the name, address and telephone numbers of two people who can be approached for references, one of whom should be your present/most recent employer/college tutor, where applicable.	
Can this referee be approached prior to interview YES/NO	Can this referee be approached prior to interview YES/NO

Please note that all information supplied within this application form will be retained on file for a minimum of 12 months under the Data Protection Act 1998.

Data Protection

AGS People subscribe to the laws governing data protection; all details held on this form are strictly confidential. I hereby declare that I give permission for this information to be held for legislative requirements and obtaining employment.

Candidate Declaration

I hereby confirm that the information given is true and correct. I consent to my personal data and CV being forwarded to clients. I consent to references being passed onto potential employers.

Signed..... Date.....

Print Name.....