



Application Form - Clear Claim Ltd

Role Applied For:	Date of Application:
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Personal Details:			
Please complete the following details			
Surname:		Forename(s):	
Title:		Date of Birth:	
Address:		Postcode:	
Home Telephone:			
Mobile Telephone:		Email Address:	

Education				
Please include details of any academic, work based and professional qualifications, starting with the most recent.				
School, College, University	From - To	Qualification(s)	Subjects	Grades

Other Skills and Qualifications	
Languages spoken/written: (please indicate any languages and your degree of competence between 1 and 5 where 1=basic and 5 =fluent)	
Computer Literacy: (please indicate any languages and your degree of competence between 1 and 5 where 1=basic and 5 =advanced)	
Any other relevant qualifications:	

Current (Last) Employment Position	
Name and Address of Employer:	
Nature of Business:	
Job Title:	
Brief explanation of duties:	
Achievements:	
Hours per week:	
Date Joined:	
Date appointed to current position:	
Current Salary:	
Notice Required	
Date of Leaving:	
Reasons for Leaving:	

Previous Employment:	
Please give details of your career history (starting with the most recent). Please continue on a separate sheet of paper if necessary.	
Name and Address of Employer:	
Nature of Business:	
Job Title:	
Dates Employed:	
Brief explanation of duties:	
Achievements:	
Reasons for Leaving:	
Leaving Salary:	
Name and Address of Employer:	
Nature of Business:	
Job Title:	
Dates Employed:	
Brief explanation of duties:	
Achievements:	
Reasons for Leaving:	
Leaving Salary:	
Name and Address of Employer:	
Nature of Business:	
Job Title:	
Dates Employed:	
Brief explanation of duties:	
Achievements:	
Reasons for Leaving:	
Leaving Salary:	

Other Information:	
Please give details of any other information, which may be relevant to your application for employment	
Additional Information	
Do You need a Work Permit for regular U.K. Employment?	
Have you ever been convicted of any criminal offence (other than a motoring offence), which is not a spent conviction within the meaning of the Rehabilitation of Offenders Act 1974?	
If you have a disability, please give details and provide information on any adjustments that we could make to the job or office environment to enable you to do the job.	
Have you ever applied to Clear Claim or been interviewed for a position with them before?	
How did you hear about this vacancy?	

Holidays Booked:
If you have holidays booked before the end of the year they must be declared in the space below. They will be authorised or paid at the Company's discretion. All holidays are on a first come, first served basis.

References	
All appointments are subject to the receipt of satisfactory references. Please provide details of two appropriate referees, to whom confidential enquiries may be made. One reference should be from your current or most recent employer. Please state whether we may approach these referees at any time or only after an offer of employment has been made.	
Name:	Name:
Company Name, Address and Telephone No:	Company Name, Address and Telephone No:
Relationship to you:	Relationship to you:
May we approach at the referee for a reference at any time?	May we approach at the referee for a reference at any time?
Yes / No	Yes / No

Declaration:	
Please check all answers that you have given on this application form and carefully read both this declaration and our Data Protection Statement before signing below.	
I understand that any offer of employment made by Clear Claim Ltd will be subject to satisfactory references being obtained. The facts contained in this application for employment are, to the best of my knowledge, true and complete. I understand that any false statements may disqualify me from employment or render me liable to summary dismissal.	
Signature	Date

Data Protection Statement

The information collected by this form allows us to make an informed decision as to whether to proceed with your application. We also use this information for research and statistical purposes. Where the information provided is sensitive (such as your state of health) you expressly consent to our use of the information to assess your application.

As part of our assessment, we may have to carry out checks to verify the information provided by you. We may obtain information about you from third parties (including referees) and disclose your personal data to certain third parties such as law enforcement bodies for this purpose.