



Application Form

Please complete this Application Form and return it to the following:-

Human Resources Department

Call Assist Ltd, Axis Court

North Station Road, Colchester

Essex CO11UX

or alternatively email it to humanresources@call-assist.co.uk

All about us...

Call Assist specialises in providing 24/7 vehicle assistance services, primarily following a breakdown or accident. We reach our customers fast by working with our networks of independent recovery agents situated throughout the UK and Europe.

Call Assist works for many companies providing a rescue service on their behalf, either behind their brand or under the Call Assist Rescue brand. Having grown steadily since forming in 1998, Call Assist now has c1.7 million policyholders with breakdown cover and over 5 million customers can rely upon Call Assist for roadside vehicle recovery services following an accident.

Anyone who has broken down on a busy motorway or suffered an accident late at night can relate to our motivation to take the stress away from our customers and professionally manage the situation in a considerate way. We are passionate about what we do and Call Assist strives for perfection in every one of the 650,000 calls our offices in Colchester and Sudbury answer each year.

Our flexibility and willingness to find procedural solutions to meet our partners' needs has earned Call Assist an excellent reputation within the insurance and associated markets. Our Rescue Co-ordinators are usually representing household brands and therefore providing a quality, customer centric service is the core focus of our business. With a proven formula and thanks to our team of c550 employees tirelessly delivering an award winning service, our desire to always improve and never become complacent has ensured Call Assist has held long term contracts with many of our key partners.

This application form has been designed to tell us all we need to know about you at this stage.

The Company will process the personal data collected in connection with your application for employment in accordance with the privacy notice accompanying this form.

Personal Details

Surname:	<input type="text"/>	Forenames:	<input type="text"/>
Address:	<input type="text"/>		
	<input type="text"/>		
Postcode:	<input type="text"/>		

Your contact details:

Home Tel.	<input type="text"/>	Mobile Tel.	<input type="text"/>
Email:	<input type="text"/>		

The best time to contact me to arrange an interview is in the...

morning ☐ afternoon ☐ evening ☐

Right to Work in the UK (Asylum & Immigration Act 1996)

If you are invited to an interview please could you bring along original proof and a copy of your right to work in the UK. The list below may help in providing such a document; (a full list can be found at the government website www.ind.homeoffice.gov.uk)

Either <u>one</u> of these documents	
<ul style="list-style-type: none">• A UK or European Economic Area Passport• A UK residence permit issued to a national from a EEA country or Switzerland• A UK endorsed travel document	
OR	
<ul style="list-style-type: none">• A document with evidence of a permanent National Insurance number (P45, P60) <p><u>And, one of the following:</u></p> <ul style="list-style-type: none">• A birth certificate• A certificate of naturalisation/registration as UK citizen• An endorsed letter from the Home Office	<ul style="list-style-type: none">• A work permit issued by Work Permits UK <p><u>And, one of the following:</u></p> <ul style="list-style-type: none">• A passport or travel document endorsed by UK Home Office• An endorsed letter issued by UK Home Office

I can provide confirmation that I am legally entitled to work in the UK Yes ☐ No ☐

Availability to work:

You probably know that we are a 24 hour, 7 day a week business. To help us find the right position for you, please let us know the hours that best suit you.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Earliest Start Time (am/pm)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Latest Finish Time (am/pm)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Are you applying for a Full or Part-time job?

Full-time ☐ Part-time ☐

If you are applying for a Full-time job would you accept a Part-time job instead?

Yes ☐ No ☐

Available start date

Wage/salary required £

pw/m

How did you hear about the vacancy?

1. Newspaper ☐

2. Employee ☐

If applicable, name of referring employee

3. Job Centre ☐

4. If other, please specify:

Driving Licence

Do you have a current driving licence?

Provisional ☐ Full ☐ HGV ☐ No ☐

Own a car?

Yes ☐ No ☐

Do you hold a current First Aid at Work Certificate?

Yes ☐ No ☐

If yes, when does it expire?

Do you hold a current Fire Marshall Certificate?

Yes ☐ No ☐

If yes, when does it expire?

Education

School/College/University attended	Subjects Taken	Grades Achieved

Previous Employment

Please include the details of your most recent employment and use the spaces below to provide details of other employment, working backwards from the most recent.

Present employer: Type of business:

Address:

Start date: Leaving date:

Starting pay: £ per Current/finishing pay £ per

Duties / responsibilities:

Job title: Can they be contacted for a reference? Yes ☐ No ☐

Reason for leaving:

Present employer: Type of business:

Address:

Start date: Leaving date:

Starting pay: £ per Current/finishing pay £ per

Duties / responsibilities:

Job title: Can they be contacted for a reference? Yes ☐ No ☐

Reason for leaving:

Interests/hobbies: (Provide details of pastimes, sport and offices held in clubs etc):

Public duties undertaken (eg JP, Local councillor, etc):

If offered this position, will you continue to work in any other capacity?

Yes ☐ No ☐

If yes, please provide details:

Do you have any holiday commitments?

Yes ☐ No ☐

If yes, please provide details:

Have you been convicted of any criminal offences, which are not yet spent under rehabilitation?

(Offender Act 1974).

Yes ☐ No ☐

If yes, please provide details:

Please tell us why you applied for this job and why you think you are the best person for the job:

Referees:

Please give details of two referees, one who must be your current or most recent employer or, if this is an application for your first job, your school teacher or further education lecturer.

Neither referee should be a relative or contemporary.

Experience:

Name	<input type="text"/>
Address	<input type="text"/>
Postcode	<input type="text"/>
Occupation	<input type="text"/>
Telephone	<input type="text"/>
Email	<input type="text"/>

Character:

Name	<input type="text"/>
Address	<input type="text"/>
Postcode	<input type="text"/>
Occupation	<input type="text"/>
Telephone	<input type="text"/>
Email	<input type="text"/>

No approach will be made to your present or previous employers before an offer of employment is made.

Retention Statement

Call Assist has a continued commitment to protecting the collection and use of personal and sensitive data.

All job applications will be held on our records for a period of 3 months in the strictest of confidence and not shared with any other business or organisation.

If you wish for your personal and sensitive data to be removed from our systems earlier, please email humanresources@call-assist.co.uk

Declaration

I declare that the information I have given on this application form is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.

Signed

Date

FOR OFFICE USE ONLY / PRE-EMPLOYMENT CHECKS

Details _____

NI number taken

☐

NI number _____

Next of kin details taken and checked

☐

D.O.B _____

Name: _____

Relationship: _____

Telephone number: _____

ID taken and photocopy attached

☐

Employed Date _____

Salary _____

Position _____

References Requested

☐

Employment

☐

on (date) _____

Character

☐

on (date) _____

All necessary documents seen

☐