



## 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](mailto: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:  Forenames:

Address:

Postcode:

## Your contact details:

Home Tel.  Mobile Tel.

Email:

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](http://www.ind.homeoffice.gov.uk))

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

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](mailto: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