

# application form



position applied for:

Please ensure that you answer all questions in the form legibly and accurately.

All information will be held in strict confidence.

## personal details

Introduced by:    InsureandGo Employee                     Agency                     Job Centre

Introducer name: \_\_\_\_\_

Surname: (Mr / Mrs / Ms / Miss / Other) \_\_\_\_\_

Forename(s): \_\_\_\_\_

Do you have any other name you may be known as? \_\_\_\_\_

To enable a credit check to be carried out, please indicate **all** addresses which you have resided over the past 5 years (with dates). Please continue on a separate sheet of paper if necessary.

Current Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Post Code: \_\_\_\_\_                    Date From: \_\_\_\_\_                    To: \_\_\_\_\_

Telephone No. (inc Area Code): \_\_\_\_\_                    Mobile No: \_\_\_\_\_                    eMail: \_\_\_\_\_

Previous Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Post Code: \_\_\_\_\_                    Date From: \_\_\_\_\_                    To: \_\_\_\_\_

Previous Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Post Code: \_\_\_\_\_                    Date From: \_\_\_\_\_                    To: \_\_\_\_\_

National Insurance Number: \_\_\_\_\_

## employment details

Beginning with the most recent periods of employment, self-employment or unemployment, please provide all details of employment (minimum of 5 years). Do not leave any unexplained gaps, if necessary please continue on a separate sheet of paper and attach to the application form.

For periods of self-employment, please state details of your accountant/solicitor.

Present or Most recent Employer:

Address:

Telephone No. (inc Area Code):

Dates from: To:

Job title:

Brief description of duties:

Name of Line Manager/Accountant:

Annual salary:

Reason for leaving:

Notice period (If applicable):

Can we contact your current employer now? Yes  No

Employer Name:

Address:

Telephone No. (inc Area Code):

Dates from: To:

Job title:

Brief description of duties:

Name of Line Manager/Accountant:

Annual salary:

Reason for leaving:

Employer Name:

Address:

Telephone No. (inc Area Code):

Dates from: To:

Job title:

Brief description of duties:

Name of Line Manager/Accountant:

Annual salary:

Reason for leaving:

Employer Name:

Address:

Telephone No. (inc Area Code):

Dates from: To:

Job title:

Brief description of duties:

Name of Line Manager/Accountant:

Annual salary:

Reason for leaving:

Please advise how many days absent you have had from employment over the last 12 months:



## authorisation

Have you ever had, or do you currently have any pending cases or existing County Court Judgements? Yes  No

Have you ever been involved in Bankruptcy proceedings? Yes  No

If yes, please describe and detail outstanding debt(s):

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Have you ever been convicted of a criminal offence, please include any driving convictions?  
You need not detail any spent convictions, but should include any pending criminal process: Yes  No

If yes, please provide details:

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Do you require a permit to work in the UK? Yes  No

Do you have any other source of income? Yes  No

If yes, please provide details:

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Do you have any holidays booked? Yes  No

If yes, please specify dates.

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How did you first hear about our company?

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Are you currently receiving treatment for any physical or mental medical condition? Yes  No

If yes, please provide details:

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Have you suffered from any form of illness, operation, accident or injury within the last 3 years? Yes  No

If yes, please provide details:

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Are you currently on any prescribed medication, or receiving treatment from your doctor? Yes  No

If yes, please state the name of the medication/s you are taking and give details:

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## declaration

I understand that should I be offered a position with InsureandGo, my employment will be subject to receipt of satisfactory references, and a Criminal Record Check (if applicable). I hereby agree that the information supplied to you on this form may be stored and used under the Data Protection Act. I declare that all the information given in this application is true and complete and I give my explicit consent to InsureandGo to obtain references from previous employers, accountant/solicitor, schools/colleges and character referees as stated on this form. I agree that any false declaration made by myself in this application may jeopardise my employment with InsureandGo.

Signed:

Date:

Once you have completed and signed this form, please return it to:

Insure & Go Insurance Services Ltd.  
Human Resources Department, 3rd Floor, Maitland House, Warrior Square, Southend-on-Sea, Essex SS1 2JY

Please outline any relevant skills and experience that may assist your application:

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Please continue on a separate sheet if necessary.



Thank you for your interest in Insure & Go Insurance Services Ltd.  
We are committed to being an equal opportunities employer and confirm that your application will be considered based solely on merit and experience which is relevant to the vacant position.

# equal opportunities monitoring form

InsureandGo is committed to being an equal opportunities employer. This form is intended to ensure fairness and consistency when recruiting and selecting candidates for job opportunities within InsureandGo, and to ensure that candidates are not discriminated against or receive less favourable treatment on the basis of age, gender, gender re-assignment, race, nationality and disability.

This information is solely for recruitment and monitoring purposes to ensure that we abide by legislation requirements, and to encourage the effectiveness of equality and diversity in the workforce.

InsureandGo will ensure that individuals are treated with respect and dignity, and that we select the right candidate based solely on merit, qualifications and ability to do the job.

The information will be collated, recorded and stored under the Data Protection Act in accordance with our equal opportunities policy, and will not be made available for any other use.

Please note the information provided will be kept separate from your application and will be treated in strict confidence.

## Personal Details

Date of Birth:

Nationality:

**Gender:** Are you

Male

Female

**Ethnic Origin:** (please describe your ethnic background by ticking the relevant box)

**White:** British  Irish

Any other White background, please specify:

**Mixed:** White & Black Caribbean  White & Black African  White & Asian

Any other Mixed background, please specify:

**Asian:** Indian  Pakistani  Bangladeshi  Chinese

Any other Asian background, please specify:

**Black:** Caribbean  African

Any other Black background, please specify:

Other Ethnic background, please specify:

I do not wish to provide this information

## Disability:

Do you consider yourself to have a disability? Yes  No

If you ticked yes, please provide details to explain your disability below, and outline any adjustments to the work place you may need to assist you for the purpose of (a) the interview, and (b) the job.

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