



Application for Employment

In completing this form you are applying for employment with Bedouin Management Limited. Completion of this form does not guarantee that an offer of employment will be made. You must **COMPLETE ALL PARTS OF THIS FORM MARKED* FULLY** before we can consider your application. Incomplete or illegible forms will delay your application. Please use **BLOCK CAPITALS** throughout.

FAST TRACK APPLICATION NOTE: Where you usually work through an agency AND have authorised us to contact that agency and request your personal information by providing a data-release consent or where you have attached your full Curriculum Vitae, you may omit Section 4. We will review your CV content or contact your agency and provide them with a copy of your data-release consent. After assessing the data received we will, if you are accepted for employment, either send you confirmation of acceptance OR contact you again to request any additional information that we may require.

SECTION 1: PERSONAL INFORMATION		
* SURNAME	* FORENAME(S)	* TITLE
*ADDRESS	* TEL EPHONE	
	FAX	
*POSTCODE	*MOBILE	
*DATE OF BIRTH	*NATIONAL INSURANCE NO.	
*TOWN OF BIRTH	*TAX CODE	
*PROFESSION	*EMAIL	

SECTION 2: BANK DETAILS														
* ACCOUNT NUMBER										* SORT CODE				
* BANK NAME							* BRANCH ADDRESS							
BUILDING SOCIETY ROLL NUMBER					*POSTCODE									
*NAME AS IT APPEARS ON THE ACCOUNT														

SECTION 3: CURRENT CONTRACT DETAILS

*AGENCY/ END-CLIENT		*CONTACT (FULLNAME)	
*ADDRESS		*TELPEHONE	
		FAX	
		EMAIL	
*POSTCODE			
*CONTRACT START DATE		*CONTRACT END DATE	

CONTACT/ DATA RELEASE CONSENT

I, _____, hereby confirm that Bedouin Management Ltd may contact the above named Agency/ End-Client with my consent, and that the above named Agency/ End-Client is hereby authorised to release and/ or discuss my personal data/ records held on their files for the purpose of Bedouin completing the necessary arrangements to take over my current contract with that Agency/ End-Client and/ or for the purpose of collecting data relating to my previous work/ employment history from that Agency/ End-Client.

Signed _____ **Date** _____

SECTION 4: WORK HISTORY / RELEVANT SKILLS & QUALIFICATIONS

YOU MAY OMIT THIS SECTION IF ATTACHING A FULL CURRICULUM VITAE, LISTING SKILLS, QUALIFICATIONS & PREVIOUS WORK HISTORY

SKILLS	QUALIFICATIONS	
WORK EMPLOYMENT: FROM – TO	NAME & ADDRESS OF CLIENT/ EMPLOYER	JOB TITLE & DUTIES
REFERENCE 1 – WORK EXPERIENCE		REFERENCE 2 - CHARACTER

SECTION 5: DOCUMENTATION & IDENTIFICATION

***FORM P45/P46 (PLEASE DELETE AS APPROPRIATE BY STRIKING THROUGH THOSE THAT DO NOT APPLY)**

***Form P45 from my previous employer is attached/ enclosed with this form**

***Form P45 from my previous employer will be sent later**

***I am unable to obtain a P45. I request that Form P46 be provided to me**

***Bedouin Management will be my secondary employment**

IDENTIFICATION & ENTITLEMENT TO WORK IN THE UNITED KINGDOM

Bedouin Management Limited is required to verify your identification and right to work in the United kingdom in advance, and to retain this data on our files.

You may either provide us with original documents that we will copy and return to you, or you may take the documents to one of the following professional persons, or person of equivalent standing, for certification of copies.

- Lawyer
- Accountant
- Notary Public
- Police Officer

Certification must be in the following form:

"I certify that this is a true copy of the original document which I have seen, taken at [ADDRESS] on the [DD] day of [MONTH] 200[Y]."

The certifier must sign, stating his or her occupation and/ or professional qualification.

A provisional offer of employment may be made whilst your documentation is in process, but will not be confirmed to you in writing until such documentation has been received.

1 Document from each of the following lists is required

LIST A

- Signed, current passport
- EEA Employee State Identity Card
- Residence permit issued to EEA nationals by UK Home Office
- Current full UK driving licence
- National Identity Card containing your photograph

LIST B

- Recent utility bill no more than 3 months old
- Bank statement no more than 3 months old
- Confirmation from the electoral register that you are registered at your address

YOUR KEY IDENTIFIERS

Mother's Maiden Name:

Father's First Forename

WHISPER IN THE SANDS REFERENCE

If you were referred to Bedouin by an existing employee of Bedouin Management Limited please provide their name and (if known) reference below to ensure that they are rewarded through our Employee Reward Scheme if you are successful in your application for employment.

Name _____

Ref _____

Have You heard the Whisper in the Sands..?

SECTION 6: CONFIRMATION & DECLARATION

I confirm that I am applying for employment with Bedouin Management Limited, and that the information here given is true and correct.

I understand that the Company will use my personal data for employment administration, payroll, administrative and customer services purposes, and authorise its provision to employees and agents of the Company for these purposes in accordance with the Isle of Man Data Protection Act 2002. You are entitled to request a copy of your personal data held on our files at any time.

Signed _____ Date _____

Print name _____

Please remember to sign and date your completed form, and send by post with the required documentation and if enclosing it your CV.

**To: BEDOUIN MANAGEMENT LIMITED
1 LAKE ROAD
DOUGLAS
ISLE OF MAN
IM1 5AF**

You may fax an advance copy to: 0870 803 2 889

Or Scan and E-Mail an advance copy to: legal@bedouingroup.com

We can then begin considering your application straight away whilst your original copy is on it way to us.