



Surname:		Forename:	
Address:			
Home Tel:		Mobile Tel:	
National Insurance Number:			

Date of Birth	Place of Birth	Nationality
Age		
Religion (optional)	Marital Status	Number of Children

Height	Weight	Contact Lens Wearer YES/NO.
Physical Disabilities/Serious illness or conditions in the last 3 years:		

Next Of Kin (Or Emergency Contact)	Name:
Address:	
Telephone Number:	Relationship:

Qualifications, Training, additional skills and certification:		
C.V (Resume) Attached YES/NO	Copy of Certificates Attached YES/NO	
Current Driving Licence: YES/NO	Car owner: YES/NO	Any Criminal Convictions YES/NO
Clean / Number of Points:		

Rail Competency Details If Held			NCCA Number:			
Certified	Copy Enc	Checked By	Signature	Date	Certificate Expiry Date	Sponsor
PTS	Y/N					
Lookout	Y/N					
CoSS	Y/N					
Aod	Y/N					
Engineering Supervisor	Y/N					

Have you been Dismissed for Railway Related Transgressions within the Last 3 Years: Y / N (Give details overleaf)

<i>For office use only</i>					
Medical checked by		Date		Signature	
D&A Test checked by		Date		Signature	



Employment Record and References – Minimum of Three			
1. Name of Company / Employer	Address	Dates	Contact Name
		From To	Tel:
Position Held:		Agency if Any:	
2. Name of Company / Employer	Address	Dates	Contact Name
		From To	Tel:
Position Held:		Agency if Any:	
3. Name of Company / Employer	Address	Dates	Contact Name
		From To	Tel:
Position Held:		Agency if Any:	
4. Name of Company / Employer	Address	Dates	Contact Name
		From To	Tel:
Position Held:		Agency if Any:	

Name of Bank		Account No:													
Address		Sort Code				-				-					
		Roll No.													
Name(s) in which account is held															

Drugs and Alcohol			
I confirm that I have been briefed on and understand the implications of Coleman Construction & Utilities Ltd Drugs and Alcohol policy and procedure			
Signature		Date	

Data Protection			
Coleman Construction & Utilities Ltd will store information regarding its employees both electronically and on paper. It will be necessary during the course of its operations to release some of this information (e.g. training records, etc) to interested third parties (clients etc). To do this we need your consent by signing below.			
I give my consent for Coleman Construction & Utilities Ltd to release information to interested third parties			
Signature		Date	

Declaration			
I apply for employment with Coleman Construction & Utilities Ltd. To the best of my knowledge and belief all particulars I have given are True. I understand that any false statement may disqualify me from Employment or render me liable to instant dismissal.			
Signature		Name	
			Date



For office use only - Application form has been checked to ensure that it has been fully completed by

Name	Signature	Date:
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For office use

Name of Applicant

DOCUMENT CHECKS must be carried out **BEFORE** commencement of work. You must see the **ORIGINAL** document and take a copy. Copies are to be attached to the application form and returned to the Office.

Acceptable documents are any one document from list 1, two documents from list 2 (one being National Insurance Document) or two documents from list 2A (one being work permit). Documents from list 2 & 2A cannot be mixed). When using list 2 or 2A please ensure that the name is the same on both documents.

LIST 1 (one document)		Checked Copied ✓
Passport (British Citizen) or has the right to abode in the UK		
EEC or Swiss Passport or ID Card		
Residence Permit EEC or Swiss		
Passport or Document Issued by Home Office endorsed to show right of residence in UK as national from EEC OR Switzerland		
Passport or Document Issued by Home Office endorsed to show right of residence UK as a family member of a national from EEC OR Switzerland		
Passport or travel document endorsed to show that the holder can stay in the UK and is endorsed to allow the holder to do the type of work on offer if they have no work permit.		
Application Registration Card issued by Home Office to an asylum seeker stating that the holder is permitted to take employment.		
LIST 2 (two documents A + 1 other B-H)		Checked Copied ✓
A	Document giving persons permanent National Insurance Number and Name. (P.45, P.60, National Insurance Card or Letter from Government Agency)	
Then one of the following		
B	Full (large) Birth certificate issued in the UK, which includes parents names	
C	Birth Certificate issued in the Channel Island, Isle of Mann or Ireland	
D	Certificate of registration or naturalization stating that the holder is a British Citizen	
E	Letter issued by Home Office Indicating the person can stay indefinitely in the UK or has no time limit on their stay.	
F	Immigration Status Document issued by Home office endorsed as indication they can stay indefinitely in UK or no time limit on stay	
G	Letter issued by Home Office indicating they can stay in UK and can undertake type of work	
H	Immigration Status Document issued by home office, endorsed indication they can stay in UK and can undertake type of work	
LIST 2A (Two documents A + 1 other B-C)		Checked Copied ✓
A	Work Permit or other approval to take employment that has been issued by Work Permits UK	
Then one of the following		
B	Passport or other travel document endorsed to show that the holder can stay in the UK and can take the work permit employment in question.	
C	Letter issued by Home Office confirming that person can stay in UK and can take work permit employment in question.	

Documents have been checked, copied and returned to the office by:

Name	Signature	Date
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