



People data form

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Position applied for..... (for HR use only)

Job reference number.....(for HR use only)

Screening Type.....(for HR use only)

Guidance notes

It is extremely important to us that we can progress with your application quickly and efficiently. To do this we need to receive accurate and complete data – the guidelines below are to help you to do this.

- Indicate clearly if a question is not applicable. Tick the appropriate box where a yes/no answer is required.
- Further details should be given in the Additional Information Section if there is insufficient space for a detailed answer.
- In all circumstances, disclosures should be full, frank and unambiguous. If there is any doubt about the relevance of information, it should be included.
- If the form is not fully and correctly completed, Experian will return it for proper completion. This could significantly delay your employment start date.
- Experian may require you to provide further information at any time after receiving an application and you will be contacted accordingly and must provide contact numbers as laid out in Section 1.
- INTERNAL APPLICANTS – please complete SECTIONS 1
- EXTERNAL APPLICANTS – please complete ALL SECTIONS

One document from Group 1 and one document from Group 2 must also be provided - if you cannot provide either of these documents please contact HR for advice.

Group 1

1. A United Kingdom passport describing the holder as a British citizen or as a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.
2. A passport containing a certificate of entitlement issued by or on behalf of the Government of the United Kingdom, certifying that the holder has the right of abode in the United Kingdom.
3. A passport or national identity card, issued by a State which is a party to the European Economic Area Agreement or any other agreement forming part of the Communities Treaties which confers rights of entry to or residence in the United Kingdom, which describes the holder as a national of a State which is a party to that Agreement.
4. A United Kingdom residence permit issued to a national of a State which is a party to the European Economic Area Agreement or any other agreement forming part of the Communities Treaties which confirms that the holder has rights of entry to or residence in the United Kingdom.
5. A passport or other travel document or a residence document issued by the Home Office which is endorsed to show that the holder has a current right of residence in the United Kingdom as the family member of a named national of a State which is a party to the European Economic Area Agreement or any other agreement forming part of the Communities Treaties which confers rights of entry to or residence in the United Kingdom, and who is resident in the United Kingdom.
6. A passport or other travel document endorsed to show that the holder is exempt from immigration control has indefinite leave to enter, or remain in, the United Kingdom or has no time limit on his stay.
7. A passport or other travel document endorsed to show that the holder has current leave to enter, or remain in, the United Kingdom and is permitted to take the employment in question, provided that it does not require the issue of a work permit.
8. A registration card that indicates that the holder is entitled to take employment in the United Kingdom.

Group 2 – Please note the documentation should be less than 3 months old

1. Bank or building society statement
2. Utility bill (electricity, gas, water (inc. mobile phone contract/ bill))
3. Credit Card Statement
4. Store Card Statement
5. Mortgage Statement
6. Valid insurance certificate
7. Correspondence or a document from: The Benefits Agency; the
8. Employment Service; the Inland Revenue; or a Local Authority
9. Financial statement (e.g. pension, endowment, ISA)
10. Mail order catalogue statement
11. Court summons
12. Addressed pay slip
13. Child benefit book
14. Work permit / visa

Personal Details (Part 1)	Section 1
Title: Mr/Mrs/Miss/Ms _____	All Forename(s): _____
Surname: _____	_____
Preferred Name: _____	Surname at Birth: _____
Nationality: _____	Date of Change: _____
Town of Birth: _____	Reason for Change: _____
HR USE ONLY: _____	Mother's Maiden Name: _____
National Insurance Number: _____	
Passport Number: _____	Issue Date: _____
Daytime Telephone: _____	Mobile: _____
Evening Telephone: _____	Email (home/work*): _____
What is your preferred method of contact? _____	@ _____
*Please delete as appropriate	

Personal Details (Part 2)	Section 1
Do you have any unspent criminal convictions under the Rehabilitation of Offenders Act 1974? Yes/No* (*Please delete as appropriate)	
If yes, please provide details below _____ _____ _____	
If you have previously applied for a Criminal Record Disclosure, please provide the certificate number here _____	

Do you consider yourself to have a disability (i.e. do you have a physical or mental impairment which has a significant impact on your ability to carry out normal day-to-day activities)?

Yes/No* (*Please delete as appropriate)

If you have a disability or any other medical condition which may, either now or in the future, require the company to make adjustments to your working environment, please provide details below in order that such adjustments may be discussed at your interview.

The company may require you to have a pre-employment medical assessment.

Do you have any business commitments other than with your current employer?

Yes/No* (*Please delete as appropriate)

If yes, please provide details below_____

Have you ever been subject to court action, e.g. County Court Judgment, Administration Order Bankruptcy or Individual Voluntary Arrangement (I.V.A.)?

Yes/No* (*Please delete as appropriate)

If yes, please provide details below_____

Are you currently 3 or more months in arrears with any credit accounts e.g credit cards, loans?

Yes/No* (*Please delete as appropriate)

If yes, please provide details below_____

How many applications for credit have you made within the last 6 months e.g. credit cards, loans, etc?
 please provide details below _____

6 Year Address History		Section 2
Please provide your last six years of residential addresses, no matter how short the period of residency. All dates should be given in a DAY/MONTH/YEAR format.		Dates Resident From:
Current Address: _____ _____ _____ Postcode: _____		Dates Resident To: PRESENT
Previous Address 1: _____ _____ _____ Postcode: _____		
Previous Address 2 : _____ _____ _____ Postcode: _____		
Previous Address 3 : _____ _____ _____ Postcode: _____		

6 Year Employment History

Section 3

Details of the last **SIX** years of your employment history must be provided, **starting with the most recent first**. We will contact all employers from the last six years; all offers are subject to satisfactory references being obtained. Your current employer will not be contacted until you have accepted an offer of employment with Experian, unless you give permission for us to contact them earlier.

Please note the following points below;

- State if the employer is no longer trading.
- Full details of self-employment must be included with the details of an accountant or solicitor who can confirm your self-employment.
- Unemployment must be included. If you were claiming Job Seekers Allowance, please provide the name and address of the Job Centre where you were claiming.
- If you have been employed through an agency, you must provide the name of the agency that you were employed through and not the company you were placed with.
- Always give the address of the actual place of employment and not a Head Office.
- The reason for leaving each employer must be given, with any issues being fully explained in the Additional Information section.

CURRENT/ MOST REASON EMPLOYER

Nature of employment: (a) Employed (b) Agency Employed (c) Self-Employed (d) Unemployed

Can we contact your current employer for a reference? _____

Company Name: _____

Company Address: _____

Postcode: _____

Telephone Number: _____ Fax Number: _____

Email Address: _____

Reporting to: _____ Position Held: _____

Salary at leaving: _____

Date Employed From: _____ Date Employed To: _____

Reason for leaving:

- | | |
|--------------------------------------|---|
| Resignation <input type="checkbox"/> | Contracted via an agency <input type="checkbox"/> |
| Redundancy <input type="checkbox"/> | Termination/dismissal <input type="checkbox"/> |
| Retirement <input type="checkbox"/> | End of contract <input type="checkbox"/> |
| Other <input type="checkbox"/> | Please specify: _____ |

PREVIOUS EMPLOYER 1

Nature of employment: (a)Employed (b)Agency Employed (c)Self-Employed (d)Unemployed

Company Name: _____

Company Address: _____

Postcode: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

Reporting to: _____

Position Held: _____

Date Employed From: _____

Date Employed To: _____

Reason for leaving:

Resignation

Contracted via an agency

Redundancy

Termination/dismissal

Retirement

End of contract

Other

Please specify: _____

PREVIOUS EMPLOYER 2

Nature of employment: (a)Employed (b)Agency Employed (c)Self-Employed (d)Unemployed

Company Name: _____

Company Address: _____

Postcode: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

Reporting to: _____

Position Held: _____

Date Employed From: _____

Date Employed To: _____

Reason for leaving:

Resignation

Contracted via an agency

Redundancy

Termination/dismissal

Retirement

End of contract

Other

Please specify: _____

PREVIOUS EMPLOYER 3

Nature of employment: (a) Employed (b) Agency Employed (c) Self-Employed (d) Unemployed

Company Name: _____

Company Address: _____

Postcode: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

Reporting to: _____

Position Held: _____

Date Employed From: _____

Date Employed To: _____

Reason for leaving:

- | | |
|--------------------------------------|---|
| Resignation <input type="checkbox"/> | Contracted via an agency <input type="checkbox"/> |
| Redundancy <input type="checkbox"/> | Termination/dismissal <input type="checkbox"/> |
| Retirement <input type="checkbox"/> | End of contract <input type="checkbox"/> |
| Other <input type="checkbox"/> | Please specify: <input type="checkbox"/> |

PREVIOUS EMPLOYER 4

Nature of employment: (a) Employed (b) Agency Employed (c) Self-Employed (d) Unemployed

Company Name: _____

Company Address: _____

Postcode: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

Reporting to: _____

Position Held: _____

Date Employed From: _____

Date Employed To: _____

Reason for leaving:

- | | |
|--------------------------------------|---|
| Resignation <input type="checkbox"/> | Contracted via an agency <input type="checkbox"/> |
| Redundancy <input type="checkbox"/> | Termination/dismissal <input type="checkbox"/> |
| Retirement <input type="checkbox"/> | End of contract <input type="checkbox"/> |
| Other <input type="checkbox"/> | Please specify: <input type="checkbox"/> |

6 Year Educational Qualifications

Section 4

Details of education and professional qualifications gained in the last **SIX** years must be provided, **starting with the most recent first**. We will confirm all educational and professional qualifications gained in the last six years; all offers are subject to satisfactory references being obtained.

Please note the following points below;

- Always give the address of the actual place of study.
- State if the establishment is no longer open.

EDUCATIONAL QUALIFICATIONS 1

Establishment Attended: _____

Student ID: _____

Address: _____

Postcode: _____

Telephone Number: _____

Fax Number: _____

Date Attended From: _____

Date Attended To: _____

Qualification(s) Gained: _____

EDUCATIONAL QUALIFICATION 2

Establishment Attended: _____

Student ID: _____

Address: _____

Postcode: _____

Telephone Number: _____

Fax Number: _____

Date Attended From: _____

Date Attended To: _____

Qualification(s) Gained: _____

PROFESSIONAL QUALIFICATIONS

Name of institute/professional body: _____

Details of Qualification: _____

Membership Number: _____

Date of Qualification: _____

Additional Information

Section 5

Include any additional information from previous sections below. If there is insufficient space, please continue on a separate sheet of paper and clearly identify the section and question to which the additional information relates.

Include here any time in the last six years not accounted for such as gaps in employment.



Authorisation

Section 6

Personal information about you which we obtain in the course of considering your suitability for employment will be stored and processed in accordance with the Data Protection Act 1998. The data will be processed in relation to your application to work for Experian or for the inclusion in your personal records if you become an Experian employee.

In processing this information, Experian may use the services of third parties, possibly based outside the UK or European Economic Area. However all third parties are thoroughly vetted by Experian and your information will only be used for the purposes of assessing and processing your application.

Experian requires complete and accurate, employment and personal history information. If your application is successful, Experian will verify the details you provide by a process of referencing. Experian will, in addition, check academic qualifications plus professional/ technical qualifications relevant to the role.

We will contact employers or academic colleges and we will need details of all gaps in academic/ employment history. All offers are subject to satisfactory references being obtained. **Please note: your current employer, where applicable, will not be contacted until you have accepted an offer of employment with Experian, unless you give permission for us to contact them earlier.**

It will be a condition of employment that you produce documentation that is required by law to establish your right to work in the UK or EEA.

Experian reserves the right to withdraw an offer or to terminate employment if the information you provide is found to be inaccurate.

If your application is successful we will undertake appropriate checks and enquiries on you, including checks to verify your identity and your financial and credit history where applicable. These checks will only use data that is held through Experian's systems or details held by fraud prevention agencies. After carrying out of these enquiries, if any information gives us cause for concern, such that it may have an adverse impact on your recruitment, we will discuss the information with you and the possible impact on your employment.

Should our investigations identify fraud or the commission of any other criminal offence by you (on your part) when applying for, or during the course of your employment with us, we will record details of this on fraud prevention databases. This information may be accessed from the UK and other countries and used by law enforcement agencies and by us and other employers (and potential employers) to prevent fraud.

If you want to receive details of those fraud prevention agencies write to us at Experian Ltd, PO Box 8000, Nottingham, NG80 7WF. You have a legal right to these details.

Experian may also require that a check is made on any criminal convictions you have had in the past. Experian will contact you directly to assist you through the Police or Criminal Records Bureau process associated with obtaining this information, and validate the information, prior to processing your application.

Please note that these checks will only be carried out if your application is successful. If your application is unsuccessful, no such checks will be carried out on you. If employed by Experian, such checks may then be repeated periodically throughout your employment with the Company.

Declaration

I authorise that I have read the above; that the information submitted is, to the best of my knowledge, correct, true and accurate; and, I authorise Experian to use this personal data for the purposes stated and in accordance with the above.

Signed.....

Name.....

Date.....