

Attach Photograph



## **SUB-CONTRACTORS APPLICATION FORM**

**Please complete this form in black ink and complete all sections**

<b>Position Applied for</b>	
<b>Your Surname and Initials</b>	

### **Data Protection Statement**

The personal information (data) collected on this form, and on the attachments, (which includes the collection of sensitive personal data) are collected for the purposes of recruitment, personnel administration (for new sub-contractors) and monitoring. Unless you direct otherwise (for example in a situation where you would like this Application kept on file for future vacancies) the Application Forms (and attachments) of unsuccessful applicants will be destroyed after 6 months. It is the policy of MRI Events Ltd to protect, and keep secure, all personal data collected. All personal data is processed for the purposes of recruitment, and, in the case of successful Applicants, for the satisfactory administration of their contract, and for no other purpose.

### **Equality of Opportunity Statement**

The Agency's Equal Opportunities Policy covers all employees, or potential employees, and embraces the principle that all people shall be treated equally, regardless of their age, gender, ethnic origin, nationality, colour, religion, marital status, sexual orientation, religion or belief, disability, or offending background.

## 1. Personal Details

Title		Surname		Maiden Name	
Previous surnames (if any)					
Forenames (in full)					
Address				Post Code	
Telephone	Home	Work	Mobile		
Email address				Nationality	
Date of Birth			National Insurance Number		
Next of Kin to be notified in case of emergency: Name					
Address				Post Code	
Telephone	Home	Work	Mobile		
Relationship to you					

## 2. Formal Education and Qualifications

Name of School/College/University/Ambulance Service etc. and Location	From	To	Course of Study/Qualification(s)	

### 3. Employment History

Please complete noting any periods on unemployment

Name & address of Employer	Dates of Employment		Position held and brief summary of duties and responsibilities	Reason for leaving
	From	To		
	Month/Year	Month/Year		

#### 4. General information

Do you hold a valid and current British Driver's Licence? Yes  No  Please ✓ as appropriate  
If Yes, what type? (E.g. Provisional, Full, LGV, PCV)

Do you have any endorsements? Yes  No  Please ✓ as appropriate  
If Yes, please give details

Blue Light Ambulance Driver Yes  No  Please ✓ as appropriate

Passport Nationality :

Passport Number:

Have you lived in any country other than the UK?

Please give dates:

#### 5. Additional Information

Give details of any additional information which you would like to include in support of your application. Such information, for example, may include skills and/or achievements which you think may be of interest, and/or a summary of why you believe that you have the qualities we are looking for.

## 6. Rehabilitation of Offenders Act 1984

**As a general rule, no-one need answer questions about spent convictions. However this general rule does not apply to specified professions, employments and occupations. By virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Orders, the exemption rule does not apply to:**

- a) any employment or other work which is concerned with the provision of health services and which is of such a kind as to enable the holder of that employment or the person engaged in that work to have access to persons in receipt of such services in the course of his normal duties, or
- b) any employment or other work which is concerned with the provision of care services to vulnerable adults or children and which is of such a kind as to enable the holder of that employment or the person engaged in that work to have access to vulnerable adults or children in receipt of such services in the course of his normal duties

**One or both of the above apply to work with the MRI Events Ltd, and covers all occupations.**

**You are therefore requested to provide details of all convictions, including those which would otherwise be considered as "spent". All employment applications will be considered carefully, and the disclosure of a conviction does not imply that this employment application will be rejected.**

**Records will be checked via the DBS procedures**

**I have no convictions**  **I have convictions**  **Please**  **as appropriate**

## 7. Protecting Children and Vulnerable Adults

The following information will be required as the post you are applying for has a requirement for a Criminal Records Bureau police check.

**Enhanced Checks: Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post?**

**Yes**  **No**

## 8. Asylum and Immigration Act 1996

Under Section 8 of the Asylum and Immigration Act 1996 it is a criminal offence to engage a person aged 16 or over who is subject to immigration control unless:

- That person has current and valid permission to be in the United Kingdom and that permission does not prevent him or her from taking the position in question; or
- The person comes into a category specified by the Home Secretary

**Any contract offered will be subject to the successful applicant producing appropriate evidence that the Asylum and Immigration Act is not being contravened.**

**Are you eligible to work in the UK?** **Yes**  **No**  **Please**  **as appropriate**

## 9. Disability Discrimination Act

This Act protects people with disabilities from unlawful discrimination. We actively encourage applications from people with disabilities. The Disability Discrimination Act defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long term effect on his or her ability to carry out normal day to day activities.

**Do you have a disability which is relevant to your application?**

**We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.**

If Yes, Please give details:

10. References We require two <u>professional</u> references; these cannot include any person Currently working for or sub-contracted to MRI Events Ltd.			
Name, Address and Post Code		Name, Address and Post Code	
Telephone Number		Telephone Number	
Position		Position	
Relationship to you		Relationship to you	
May we contact the above person now? Yes <input type="checkbox"/> No <input type="checkbox"/> Please ✓ as appropriate		May we contact the above person now? Yes <input type="checkbox"/> No <input type="checkbox"/> Please ✓ as appropriate	

## 11. Personal Declaration

I declare that to the best of my knowledge the above information, and that submitted in any accompanying documents, is correct, and

- I give permission for any enquiries that need to be made to confirm such matters as qualifications, experience and dates of employment, and for the release by other people or organisations of such information as may be necessary for that purpose.
- I give permission for the processing of the personal data contained in this form for employment purposes

Signed \_\_\_\_\_

Date \_\_\_\_\_

## 12. Confidentiality Declaration

Registration with MRI Events Ltd implies acceptance of our code of confidentiality. In the course of your sub-contracting duties you may have access to confidential information about our clients. On no account must information relating to an identifiable client be divulged to anyone other than the David Finch, Operations Director or MRI Events Ltd Head Office.

I have read and I understand the above and I agree to abide by the contents therein.

Signed .....

Date .....

## 13. Documents

**Your Application cannot be considered if you are unable to produce the following original documents to our HR Department**

- Passport**
- Visa / ILR (if applicable)**
- Driving License OR Birth Certificate.**
- POA (Proof of Address) – one of the following dated within 3 months**  
Utility Bill (Not mobile) - Council Tax bill Bank/ Building Society Statement  
Credit Card Statement - P60/P45
- Full CV – please account for all out of work periods**
- Current relevant qualifications**
- Passport Photograph, as jpg file – for Photo ID Card**

## 14. Equal Opportunities Monitoring Form

MRI Events Ltd operates a Policy of Equal Opportunities: therefore, we need to be able to check that decisions are not influenced by unfair or unlawful discrimination. To help use to do this we would be grateful if you could complete this short questionnaire.

Your answers will be treated with the utmost confidence and will be used only for statistical purposes.

### What is your ethnic group?

Choose ONE section from A to E, and then circle the appropriate box to indicate your cultural background.

#### A White

British

Irish

Any other White background, please write in here.

#### B Mixed

White and Black Caribbean

White and Black African

White and Asian

Any other Mixed background, please write in here.

#### C Asian or Asian British

Indian

Pakistani

Bangladashi

Any other Asian background, please write in here.

#### D Black or Black British

Caribbean

African

Any other Black background, please write in here.

#### E Chinese of other ethnic group

Chinese

Any other, please write here.

SEX Female

Male

#### DISABILIBY

Applicants with disabilities will be invited for interview if the essential job criteria are met. Do you consider yourself to be a person with a disability as described by the disability discrimination act 1995? i.e do you consider yourself to be someone who has a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities

Yes

No



### 13. MRI EVENTS LTD – DBS CHECK – MANDATORY REQUIREMENT

**You will require a MRI Events Enhanced DBS to work with the MRI Events Team which will cost you £58.39.**

You will work for us as a sub-contractor, you are not employed by MRI Events Ltd.

You require an MRI Events Ltd Enhanced DBS to work with us. We will pay for this in the first instance but will require repayment. We are happy to take this in instalments from your invoices. Please contact our Accounts Department and let them know how you would prefer this to be done.

Following the successful completion of the application process, we will offer you a Sub-Contractors Contract with MRI Events Ltd.

**Apply NOW, please follow the following instructions:**

#### **STEP 1: THE APPLICANT: Create a DBS(CRB) Application**

- the applicant enters their personal details onto an online DBS(CRB) Application form.

Go to our website: [www.dbsdirect.co.uk](http://www.dbsdirect.co.uk) and click on the link "Log-In - Online Application" at the top of our homepage

1. Scroll down to the "**ORANGE BOX**" and click on the link to [Log-In](#)
2. Enter the Generic Organisation Reference, which is (nb:this is case sensitive):**MRIEVENTS**
3. Enter the Generic Application Form Password, which is (nb:this is case sensitive):**MRIEVENTS**
4. A blank DBS Application form will open on your screen. Follow the on-screen instructions and fill in your personal details
5. After you have created your on-line DBS Application, please contact Chloe at MRI EVENTS Ltd – [chloe@medrescint.com](mailto:chloe@medrescint.com)

#### **UPDATE SERVICE**

**If you have an UPDATE SERVICE REFERENCE – please insert the Number here**  
**Update Ref No .....**

In order TO AVOID further DBS check costs the **Update Service** allows applicants keep their DBS certificates up to date online and allows different employers to check a certificate online. [www.gov.uk/dbs-update-service](http://www.gov.uk/dbs-update-service), and costs just £13.00 per year. You are able to apply for this immediately **after you receive your new DBS.**