Date:

Name:

Address:

Dear [name]

**Job Application**

You recently requested a Tritact Ltd application form which is enclosed. In order to be considered for an interview or be added to our waiting list, please complete all questions in full and as accurately as possible. If you do not hear from us within one month, please accept that your application was unsuccessful on this occasion.

Your potential employment with Tritact Ltd will be dependent on the results of a detailed check of your references and background. We will need to check either for the last five years or back to you leaving school if that was less than five years ago. However, you can still work for up to twelve weeks before this check is completed but initial checks must still be made.

In completing our application form, you must give as much detail as possible of previous employment (Question 21 in the application form), together with contact names. If you were self-employed the name and address of the accountant who looked after your affairs should be given.

Should there be gaps in your employment through changing of jobs or not being employed you should, if possible, give the details of the Department of Employment Office at which you were registered.

Applications which are incomplete will not be considered.

You should, in putting forward personal references, ask the permission of the people concerned and make them aware of the fact that they will be asked to supply a reference to our vetting officer.

**Criminal Offences**

You will also be required to state any criminal proceedings that have been taken against you. You can ignore parking fines, however details of any other offence including motoring offences must be stated.

In line with the Rehabilitation of Offenders Act 1974, any convictions that are classed as spent convictions do not have to be declared.

Should you require any special arrangements to be made in order to take the interview, please let me know your requirements and I will make every effort to provide assistance.

If you have any questions regarding your application, please do not hesitate to contact me.

Yours sincerely

Screening and Vetting Officer/Admin

{director\_name}$

Signature (Digital in *Italic*)