

## **DATA PROTECTION**

The information contained on this form will be verified by First Advantage, specialist pre-employment screening consultancy. First Advantage will handle your personal data in accordance with the requirements of the Data Protection Act 1998 and will only use your personal data for the purpose of pre-employment screening.

## **INFORMATION RELEASE FORM**

Please read the following statements carefully before completing and signing below.

Once completed you can either:

- **scan and upload** on-line to CSPi (using the '[Upload Documents](#)' facility, before clicking 'Complete');
- **fax** to +44 (0) 8448 243 434;
- **email** to [barclaysscreening@fadv.com](mailto:barclaysscreening@fadv.com); or

If you have any questions or concerns, please call First Advantage on +44 (0) 8448 733466

I understand and agree that my appointment is conditional upon the verification, to Barclays' (the Company's) satisfaction, of the information provided on the form and that this information and that contained on attached documents, is true and complete to the best of my knowledge.

I also understand that I may incur civil and/or criminal liability if I attempt to obtain employment by deception and that any misrepresentation, omission of a material fact or deception will be cause for immediate cancellation of consideration for employment, or for dismissal if already employed.

I hereby authorise the Company, or any agent acting on its behalf, to verify information presented on this form, and, to the extent permitted by law, to procure investigative and credit history reports for that purpose in the UK and, if appropriate, overseas. The Company or any agent acting on its behalf may verify my academic and professional qualifications and I authorise educational establishments to release any information that is requested as part of this process.

I also voluntarily authorise the Company, or any agent acting on its behalf, to perform reference checks of my employment, including my current employment. I understand that no contact will be made with my current employer until I have either resigned my employment with them or agreed to the contact in advance of this. I am aware that it may be necessary for the information given in this application to be transferred to countries outside the European Economic Area, which may have less comprehensive data protection legislation than in the UK.

I understand that if I have resided outside of Europe certain checks including credit checks and criminal record checks (if applicable) may be performed by other parts of the First Advantage organisation including First Advantage Corporation, First Advantage Canada and First Advantage Australia. Credit checks will be conducted through recognised credit agencies such as Trans Union and Equifax.

I am aware that it may be necessary for the information given in this application to be transferred to countries outside the EEA, which may have less comprehensive data protection legislation than the UK.

**I authorise the Company and their agents First Advantage, to apply for a Disclosure of criminal convictions on my behalf and I agree to provide any assistance or documentation required to complete the Disclosure application. I consent to the information contained in the Disclosure being viewed by the Company and First Advantage. I understand and agree that the Company will treat the Disclosure in accordance with the Company's policy on the secure storage, handling, use, retention & disposal of Disclosure information.**

**SIGNATURE REQUIRED:** \_\_\_\_\_

**DATE (DD/MM/YYYY):** \_\_\_\_\_

**SURNAME(Please print):** \_\_\_\_\_

**FIRST NAME:** \_\_\_\_\_

**MIDDLE NAME:** \_\_\_\_\_

**MAIDEN NAME, OR ANY PREVIOUS NAME(S) USED:** \_\_\_\_\_