



Our Ref: .....

Date: .....

To.

Dear Sir/Madam,

**RE: Post of .....**

Please find enclosed an application form as requested. This pack consists of Application Form, Application guide notes, Personal detail form, Reference & employment verification consent, medical report consent and list of acceptable identity documents. Please call us back in case of these documents is missing or illegible.

Due to the nature of the work that our company carries out, you will be security screened prior to any job or contract offers. This is to comply with the British Standards (BS7858). Use the checklist below before you return your application pack.

- Read and understood the guide notes
- Application form fully completed.
- Personal details form fully completed.
- Reference and employment verification consent signed
- Medical Report Consent form signed
- Attached copy of passport or UK birth certificate
- Attached copy of UK driving License(Include counterpart)
- Attached Copy of work permit (If applicable)
- Attached 2 No. Copies of proof of residence documents.
- Attached 2 No Colour photographs

Please return the application to *THE MANAGING DIRECTOR, CBXII, 382-390 WEST WING, MIDSUMMER BOULEVARD, MILTON KEYNES, BUCKS. MK9 2RG* with the above check-list ticked-off. Should you require any further information or assistance, please call the office on 0845 0533272

Yours sincerely

Vetting and screening Officer