## Fast Track into Financial Services – SELF DECLARATION FORM

To ensure that you are likely to meet the screening requirements of future financial services employers, we are inviting you to complete the following form. We will treat all information strictly in confidence.

To support your future employment in the Financial Services sector, it’s useful to highlight that any future job offer will be subject to a screening check by financial services companies (your future employer).

These checks are intensive and are referred to as Pre-Employment Screening, Compliance and/or Background Checks. They are typically undertaken at offer stage and conducted by the company or its agent.

**Background**

An FCA Screening check is a background screening standard which is set out to determine a person’s honesty, integrity and reputation and confirm that they are ‘fit and proper’ for the role they are undertaking.

The Fit and Proper Test for Approved Persons has been set out by the Financial Conduct Authority. Under the Financial Services and Markets Act (2000), the Financial Conduct Authority (FCA) requires the firms that it regulates to adhere to a strict code of recruitment procedure and practice.

**ELIGIBILITY TO WORK ………………………………………………………………………… ……**

Are you eligible to work in the UK? **YES/NO** (please delete as appropriate)

**VALIDATING YOUR EDUCATION …………………………………………………………………… ……**

Do you have (or access to) copies of further/higher certificates? **YES/NO** (please delete as appropriate)

**CRIMINAL CONVICTIONS (Please mark clearly as appropriate) …… …………………… .**

Do you have any unspent criminal convictions? **YES/NO** (please delete as appropriate)

Entry level roles may require either a Standard or Enhanced Criminal Records Bureau (CRB) clearance or a Disclosure Scotland (DS) Clearance.

**CREDIT CHECK … ………………………………………………………………… ………… … ……**

Would you pass a credit check\*? **YES/NO** (please delete as appropriate)

\*Late payments of credit cards, council tax, etc. does **NOT** mean that your credit check will automatically fail.

**DATA PROTECTION STATEMENT & CANDIDATE DECLARATION…………………………… ….**

I hereby confirm that the information given is true and correct. I consent to my personal data, including this form, being captured by Edinburgh College for the sole purpose of this course and shared with course partners including Skills Development Scotland and employers where I am invited on to their premises to undertake course activities.

Name:

Date of Birth:

Date Form Completed:

**Once complete, please email this form to:**

[**Beverley.Christy@edinburghcollege.ac.uk**](mailto:Beverley.Christy@edinburghcollege.ac.uk)