



Pre-Employment Check

1-Employees Full Name	
Current Address	
Date of Birth	
2-Previous Employer	
Current Address	
Length of time employed	
3-Previous Employer	
Current Address	
Length of time employed	
1-Personal Reference - Name and contact telephone number	

Details Attached	✓
Signed Agreement	
Photocopy of Drivers Licence	
Photocopy of Passport	

INSTRUCTIONS

We authorise Graphite Enterprises Limited T/A NCI, on our behalf, to action the requested pre-employment checks as per the above details. We also acknowledge that we have, and do give permission for NCI to obtain information on our behalf as per the employment contract form, which includes a Privacy Waiver, and has been signed by us accordingly.

Name and Designation: _____

On behalf of: _____ (company)

Signature: _____

Date: _____

Payment to Graphite Enterprises Ltd will be payable on the 20th of the month following invoice. All outstanding balances will incur debt recovery and solicitor fees and be payable by you.