

**Buy With Confidence
Member Application Form & Data Protection Statement**

Please return this completed form to:

1 Welcome

Thank you for contacting us about becoming a member of our Buy with Confidence (BWC) scheme, please read the accompanying Application Guidance Notes before completing this form.

2 Data Protection

For information as to how your data will be held and processed please see the accompanying Application Guidance Notes.

We will make certain information available to the public on our website. This will include your contact details, your business activities, qualifications and experience, an outline of the services you intend to offer and other information to assist customers to choose the most suitable business for their needs.

Please contact us if there is any reason why, in your case, any information should not be disclosed.

About you and your skills

3 Your details

Business or Limited Company name	
Address and postcode	

Previous addresses if not at current address for more than 2 years			
Limited Company registered office			
Name of person completing application			
Position in business <i>Sole proprietor, partner, director as applicable</i>			
Daytime telephone number		Mobile	
Email address			
Website			

Please list the services you would like to offer on the scheme			
How many employees do you have			

4 Advertising your business

Do you currently advertise your business?	Yes		No	
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<p>If Yes, please specify where</p> <p><i>If you do, please supply copies of advertisements you use, or indicate where you advertise if you are not able to send copies.</i></p>	
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Declarations and background checks

5 Permission to work in the UK

Do you or your staff have any restrictions on ability to work in the UK?	Yes		No	
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If yes, please describe	
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6 Criminal Records checks

<p>Do you and your relevant staff, see Clause 3.2 of the Terms and Conditions, have existing Disclosure Certificates from either the Criminal Records Bureau or Disclosure Scotland?</p> <p><i>If yes you will be required to provide a copy of the written procedure you use to ensure that all staff are appropriately checked</i></p>				
<p>Are you and your relevant staff, see Clause 3.2 of the Terms and Conditions, willing to have Criminal Records check carried out?</p> <p><i>Please note that responding “No” to this question will mean that your application for approval will be refused.</i></p>	Yes		No	

Your signature and agreement

7 Terms & Conditions of Approval

Membership is subject to compliance with the Terms and Conditions and Code of Conduct as published by us on the website

Please note that as part of the application process;

- 1) The administering authority, TSSE Ltd or a 3rd party acting on their behalf, will
 - a) Carry out a search on you and your business in respect of any outstanding County Court Judgements
 - b) Carry out searches in relevant databases held by local authorities, government departments and other agencies
 - c) Seek references from customers

- 2) Where an applicant business has a current contract or agreement with a local authority to provide services then the administering authority, TSSE Ltd or a 3rd acting on its behalf, will make relevant enquiries of the contracting local authority

- 3) The administering authority, TSSE Ltd or a 3rd party acting on its behalf, will take reasonable steps to verify the accuracy of the information provided and this may include
 - a) verifying membership of professional bodies
 - b) verifying qualifications

<p>Please confirm your agreement to</p> <ol style="list-style-type: none"> 1) the terms and conditions as published 2) the searches and enquiries as identified above <p><i>Please note that responding "No" to this question will mean that your application for approval will be refused.</i></p>	Yes		No	
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Signature		Date	
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Please also print name & position in business	
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Thank you for taking the time to complete this application form.

Your application will be processed as soon as possible and we will be in touch to arrange your interview.