

Section 3: Self-Employed Applicants

Name of your business and your full trading name (if different)

Number of years trading as this business: _____ (if less than 10 years, see section 5)

Are you a sole Proprietor or a Partner? Sole Proprietor Partner

If you are a Partner, give the names of the other Partners: _____

Section 4: Employed Applicants

The name of your employer: _____

Names of associated businesses or trading names: _____

If a limited company, state the address of the registered office: _____

State the names of the Proprietors, Partners or Directors _____

Number of years employed: _____ (if less than 10 years, see section 5)

Section 5: Previous Employment/Self-Employment

Details of Previous Employment/Self-Employment during past 10 years:

| Name & Address | Position on leaving | Dates |
|----------------|---------------------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Section 6: Type of Work Undertaken

Tick all that apply:

- | | |
|---|--|
| <input type="checkbox"/> Auctioneer | <input type="checkbox"/> Estate Agent |
| <input type="checkbox"/> Bailiff Services | <input type="checkbox"/> Process Serving |
| <input type="checkbox"/> Enquiry Agent | <input type="checkbox"/> Sheriff's Officer |
| <input type="checkbox"/> Other | <input type="checkbox"/> Other |

Section 7: Professional Information

Do you hold a Bailiff's General Certificate? YES / NO

If yes, state the name of the court which issued it and the expiry date: _____

If yes, how long have you continuously held a Bailiff's General Certificate: _____

Have you ever been refused a Bailiff's General Certificate, or had one revoked? YES / NO

If yes, state when, where and the reason for the refusal or revocation: _____

Have you applied for membership of the Enforcement Services Association or the Certificated Bailiffs Association before? YES / NO

If yes, give date: _____

Have you ever had a court judgment made against you? YES / NO

If yes, give details: _____

Have you ever been served with a statutory notice under the Insolvency Act 1986? YES / NO

If yes, give details: _____

Have you ever been convicted of any criminal offence? YES / NO

If yes, give details: _____

Give details of other professional bodies to which you belong or have applications pending:

Section 8: References & Examination

Give the names and addresses of two *professional* references:

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Examination Venue:

The venue for the examination will be the premises of the nearest available member of the Association to either your home or place of work.

Section 9: Sworn statements by ALL Applicants

I, _____ of _____

make oath and say as follows:-

I hereby apply for membership of the Enforcement Services Association and give my unqualified consent to the Association to investigate and enquire into my character for the purpose of ascertaining my suitability for admission as a private member. I understand that admission as a member is subject to reference checks, written examination and the approval of the membership. I have read this application form and my answers I have given are, to the best of my knowledge, information and belief, true and accurate. All documents accompanying this application (as shown overleaf) are either the original or true copies of the original. Should I be admitted to membership, then subject to nothing in them being contrary to the law or precepts of moral truth, I will observe and abide by the principles in the Rules and Code of Practice of the Enforcement Services Association for the time being in force. I understand that if I do not conform to the requirements of the Rules or Code of Practice, or if I act illegally or in some other way that has or may have brought the bailiff profession into disrepute, I may be subject to disciplinary proceedings under the Association's Rules.

Sworn by _____ }

at _____ }

in the County of _____ }

this _____ day of _____ 200 }

Before me _____

A solicitor empowered to administer oaths.

Enclose the following papers in this application form:

- Searches from the Registry of County Court Judgments against your name and your trading name(s) for all addresses during the past 5 years.
- A copy of your current Bailiff's General Certificate.
- If you are employed, a reference from your employer.
- Sample letterhead used by your business.
- Sample forms used by your business: these must include Notices of Bailiff's Visits (where no levy is made), Notices of Seizure, Walking Possession Agreements, Removal Inventories, Removal Charges Forms.
- Application Fee (£60) and Examination Fee (£40) total £100 : cheques should be made payable to 'Enforcement Services Association'.

FOR OFFICIAL USE ONLY

- | | |
|---|---|
| <input type="checkbox"/> Application fee forwarded to Treasurer | <input type="checkbox"/> Examination passed |
| <input type="checkbox"/> RCCJ searches in order | <input type="checkbox"/> Sample letterhead and forms in order |
| <input type="checkbox"/> Employer's reference in order | <input type="checkbox"/> References in order |

Date application approved by Executive Council _____

First date application announced in newsletter _____

Date first subscription requested _____

Date admitted to membership _____