



We will be updating our application procedure not only to give you more powers of customisation but also to help you with GDPR compliance. We have not made any changes to the appearance so it should still look familiar to you.

Firstly, we have added a field for your GDPR statement and a signature pad to confirm the applicants consent to the contents of it.

Demo Continuum
For support, please call: 0333 444 247 2 Or for application updates, call:03334442471

Personal Information

All required fields are marked with an asterisk (*)

This is an example GDPR statement. Please sign to indicate that you are in agreement. [Click here to open signature pad](#)

* Forename

Middle Name

* Surname


* Date of Birth

* Sex

* Email Address

* Mobile Number

Home Number


[Upload Photo](#)

Secondly, we have improved the capability for you to have more than one version of your application form via the application profiles section in Master Settings. Everybody has been set up with a default, but to ensure you are getting the data you need you should configure your profile. You can set separate default profiles for your initial application and your vetting.

Application Profiles

Default Profile for Applications

Default Profile for Vetting

Profile Name	Last Updated		
Editable	09/05/2018, 10:45:47	Edit	Delete
Vetting	14/05/2018, 11:31:39	Edit	Delete
Testing	15/05/2018, 14:58:43	Edit	Delete

[Add Application Profile](#)

To configure a new application profile, press the “Add Application Profile” button.

Give your profile a name and select editable if you would like to be able to make changes in the future.

Go through all the fields and select whether you would like them to be hidden, visible or visible and required.

Some sections can be removed from the form completely: employment references, personal references, education and address history. Each of these small sections has a checkbox at the top which should be checked if you’d like the section to show on the application form. Any number fields should be set to zero if they are not going to be used.

Education References

Show Education References

Centre Name

Address State ⓘ

Centre Type

Attended From

Attended To

Qualifications

Reference Count

By pressing the info button next to the address state field, you can see what each of the numeric codes represent so you can configure which address format you want as standard.

Address States ✕

State	Hidden	Visible	Required
0	All	-	-
1	<ul style="list-style-type: none">Address 2TownDistrictCounty	<ul style="list-style-type: none">House Name/NoAddress 1PostcodeCountry	-
2	<ul style="list-style-type: none">Address 1Address 2TownDistrictCounty	<ul style="list-style-type: none">Postcode	<ul style="list-style-type: none">House Name/NoCountry
3	-	All	-
4	-	<ul style="list-style-type: none">Address 2DistrictCounty	<ul style="list-style-type: none">House Name/NoAddress 1Town

Close

When you have properly configured your profile, press the add button at the bottom of the section and then the save button in the top right.

Application Form

Custom Application Questions

Page Description	Question	Type	Max Length	Required	Office Use Only	Lite		
	type N/A or give details.							
Compliance	If PAYE state PAYE. If self employed, give UTR number.	Text	0	No	No	No	✎ Edit	🗑 Delete
Office Use Only	Skill proficiency (x/5)	Text	0	No	Yes	No	✎ Edit	🗑 Delete
Please indicate which categories you are qualified	HGV 1 Class D	Yes/No (single)	0	No	No	No	✎ Edit	🗑 Delete
Please indicate which categories you are qualified	HGV 1 Class D+E	Yes/No (single)	0	No	No	No	✎ Edit	🗑 Delete
Please indicate which categories you are qualified	HGV 1 Class F	Yes/No (single)	0	No	No	No	✎ Edit	🗑 Delete
	Date &							

Add Custom Question

Application Profiles

Default Profile for Applications Editable

Any custom questions you would like on your initial application form can be set to visible if they have the Lite value set to yes.