



APPLICATION FORM

Name	_____
Phone	_____
Visa Status	_____
EXPIRED DATE	_____
Owns Personal Car	_____

IMPORTANT: ALL SECTIONS MUST BE COMPLETED IN FULL. PLEASE USE BLOCK CAPITALS AND ENSURE THAT THE FOLLOWING DOCUMENTS ARE INCLUDED

Proof of ID		
2 x Passport size photos		
Proof of residency - Copy of Current Work permit and right to work in the UK (Visa)		
Copy of Current Passport		
1 Forms of identification driving licence-both parts, birth or marriage certificate		
Proof of Address		
Proof of own bank account copy/Cross check with form inside (Personal Details)		
2 x proofs of address not more than 3 months old-utility bill, NOT mobile phone bill		
Proof of Ni		
Proof of National Insurance number Copy /Paper/ Card /Council P60		
P45 or p60 or Payslip		
Proof of Licence		
Copy of SIA licence and granted letter if applicable + copy of CRB		
Copy of any training certificates (First Aid, Fire Training, CCTV, Close Protection, etc. (If you have any)		
Employment Pack Completed?		
Approved by Admin Manager:	Date:	Stamp:

PERSONAL DETAILS FORM

Surname	Mr / Mrs / Miss / Ms	Forenames			
Date of Birth		Place of Birth			
Marital Status: Single / Married / Widowed / Separated		National Insurance No			
Surname at Birth, if different		Nationality			
E-mail:		Tel:		Mob:	
Current Address: From: To:		Do you need a work permit to authorise you to work in this country? Yes/ No			
		Which of the cards do you have? Door Supervisor: Yes/ No CCTV: Yes/ No CSCS: Yes/ No			
Post Code:		Bank Details:	Name of Account Holder	Sort Code	Account No
List Previous Addresses for Last 5 Years:					
Address:		From		To	
CRIMINAL OR CIVIL OFFENCES: HAVE YOU EVER APPEARED BEFORE A COURT CHARGED WITH A CRIMINAL, CIVIL OR MILITARY OFFENCE AND BEEN CONVICTED. YES / NO if answer YES please specify					
DO YOU HAVE ANY MOTORING OFFENCES YES/NO if answer is YES please specify?					
SIA Number:		Expiry Date of SIA			
Passport Number:		Expiry Date of Passport			
Visa Status: (TIER1 / TIER 2/ TIER3 TIER4 / EU/ BRITISH) Visa Number		Expiry Date of Visa			
Uniform Details: Shirt/ Blouse/ Jacket: Neck Size: Chest Size: Trousers: Waist Size: Leg Length:		Next to Kin-In Case of Emergency Whom we have to contact Name: _____ Relationship: _____ Address: Phone Number:			

EMPLOYMENT and EDUCATIONAL HISTORY:

Important Note: Please put the last 5 years of employment, unemployment and educational History. Where there is a gap between jobs please complete a section for the gap and explain what you were doing during this time.

Company Name		Company Name	
Address		Address	
Email:		Email:	
Phone:		Phone:	
Position		Position	
Start Date		Start Date	
Date Finish		Date Finish	
Reason for Leaving		Reason for Leaving	

Company Name		Company Name	
Address		Address	
Email:		Email:	
Phone:		Phone:	
Position		Position	
Start Date		Start Date	
Date Finish		Date Finish	
Reason for Leaving		Reason for Leaving	

Use an extra sheet if you want to complete your 5 years history or write on the back of this page.

PERSONAL REFERENCES

Please give details of two people, other than family who have known you for a minimum of **2 years** within the past **5 years** who we can approach for a reference (can't be ex-employer). Relatives or persons living at the same address cannot be a referee.

Name		Name	
Address		Address	
Email:		Email:	
Phone:		Phone:	
How long have they known you		How long have they known you	
Relationship		Relationship	

AUTHORISATION AND COMPLIANCE

(Please read this carefully before signing this application form)

DECLARATIONS: I certify that to the best of my knowledge, the information that I have given in my application for employment is true and complete and understand that any false statement or omission to the Company or its representatives may lead to termination of employment without notice. I understand and agree that if so required I will make a Statutory Declaration in accordance with the provisions of the Statutory Declarations Act 1835 in confirmation of previous employment or unemployment. I authorise the Company or its agents to approach Government agencies, former employers, educational establishments, criminal justice agencies and personal referees for information relating to and verification of my employment/unemployment record. I consent to the Company's reasonable processing of any personal information obtained for the purposes of establishing my medical condition and future fitness to perform my duties. I accept that I may be required to undergo a medical examination where requested by the Company. Subject to the Access to Medical Reports Act 1988, I consent to the results of such examinations to be given to the Company and authorise the Company to make a consumer information search with a credit reference agency, which will keep a record of that search and may share that information with other credit reference agencies. I further declare that any documents that I provide as proof of my identity, proof of address, proof of right to work and any other documents that I provide are genuine and give my consent for these documents to be examined under a UV scanner or similar device. I acknowledge that any falsified documents may be reported to the appropriate authority.

DATA PROTECTION ACT 1998: The Company will use the information you have given on your application form (together with any information which we obtain with your consent from third parties) for assessing your suitability for employment. It may be necessary to disclose your information to our agents and other service providers. By returning this form to the Company you consent to our processing personal data about you where this is necessary, for example information about your credit status, ethnic origin or criminal offences. You also consent to the transfer of your information to your current and future potential employers where this is necessary (this may be to companies operating abroad if you apply for work outside of the United Kingdom). Your information will be held on our computer database and/or in our paper filing systems. By signing below you agree to this process and confirm that you do not have a criminal record subject to the current Rehabilitation of Offenders Act and any amendments. You have the right to apply for a copy of your information (for which we may charge a small fee) and to have any inaccuracies corrected.

GDPR: On 25th May 2018 the new GDPR Data Protection requirements come into force and we have been actively preparing for the introduction of this European Wide Regulation. It is our understanding that we have joint Data Controller responsibilities under GDPR. You provided us the data in this application in the form of • Security Officer Name. • Security Officer Contact Details. • SIA Licensing Information. • Working Rights – Passports and Visas. • National Insurance and other related personal information. Data provided by you is processed under the following justification 'Legitimate Interests'. Data is retained by us for 5 years and stored on UK based cloud servers and in HR files, after which all personal information is deleted. If we do not require your information we will delete your information immediately. By signing below you are giving us permission that your personal information and HR file can be shared with our clients if required. If you do not want us to share your file with any client – please do contact us immediately and do not sign the form.

The only additional information provided by you that we process is in the form of contact details for your organisation such as e-mail addresses and mobile telephone numbers. This information is stored on our central server and software and retained only as long as you continue to provide services to our company or at-least for 5 years. Data relating to you is deleted when no longer required. If you want us not to hold any information about yourself. Please contact our Data Controller and request us in writing so we can delete your information. If you want to know what data we hold about yourself please contact us immediately and we will provide you all information we have about yourself.

You are confirming that you have read and understood our Privacy Policy and GDPR Policy and Procedure. Please do not sign this form if you have any questions and you do not understand anything.

DISCLOSURE: You are applying for a position of trust and in the event of being offered employment by the Company we may apply for a Disclosure. However, having a criminal record does not necessarily bar you from employment. For more information ask a member of staff for a copy of the CRB Code of Practice/Disclosure Scotland and/or Company our policy statement regarding ex-offenders. Disclosure information is treated in a sensitive way and is restricted to those who need to see it to make a recruitment decision. By signing this document you allow the Company to see a copy of the Disclosure. The Disclosure information is not retained i.e. it is disposed of within the timescales recommended in the CRB Code of Practice. By signing below you agree to this process.

SCREENING: Any offer of employment is subject to satisfactory screening, that the applicant consents to being screened and will provide information as required. That the information provided is correct, and the applicant acknowledges that any false statements or omissions could lead to termination of employment.

SIGNED..... DATE.....

PRINT NAME IN BLOCK CAPITALS