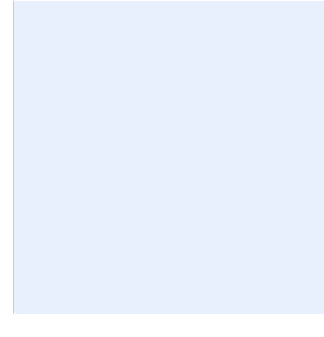


## Employment Application

Please affix photo.



<b>Candidate Full Name:</b>			
<b>Position Applied For:</b>			
<b>National Insurance No:</b>			
<b>S.I.A. licence Number:</b>		<b>Expiry Date:</b>	

## PLEASE COMPLETE ALL SECTIONS

If you are completing by pen, then please provide the below information accurately and legibly in block Capital letters.

<u>Personal Details</u>			
<b>Mr/Mrs/Miss/Ms (Or other):</b>			
<b>Sure Name:</b>			
<b>First Name:</b>			
<b>Previous Surname (Changed by marriage, deed poll etc.):</b>			
<b>Date Name changed and reason:</b>			
<b>Date of Birth:</b>		<b>Place of Birth:</b>	
<b>Home Phone No:</b>			
<b>Mobile Phone No:</b>			
<b>Email Address:</b>			
<u>Emergency Contact Details</u>			
<b>Next of Kin:</b>			
<b>Relationship:</b>			
<b>Contact Number:</b>			
<u>Right To Work</u>			
<b>Do you have right to work in the UK?</b>	<input type="checkbox"/> YES / <input type="checkbox"/> NO		
<b>Visa type (if applicable):</b>			
<b>Date of entry (or re-entry) into the UK</b>			
<b>Visa Expiry date:</b>			
<b>Do you hold a valid passport?</b>	<input type="checkbox"/> YES / <input type="checkbox"/> NO		
<b>Passport Expiry date:</b>			
<b>Nationality:</b>			

**Five Year Address History**

Please provide all addresses where you have lived in the past 5 years. There must be no gaps in the dates; however, overlapping dates are acceptable. All field must be completed for each address.

<b>Current Address:</b>			
<b>Town:</b>		<b>County/City:</b>	
<b>Postcode:</b>		<b>Country:</b>	
<b>Date Move in: (Month &amp; Year)</b>			
<b>Previous addresses (start with the most recent):</b>			
<b>Previous Address:</b>			
<b>Town:</b>		<b>County/City:</b>	
<b>Postcode:</b>		<b>Country:</b>	
<b>Date Move in: (Month &amp; Year)</b>		<b>Date Move Out: (Month &amp; Year)</b>	
<b>Previous Address:</b>			
<b>Town:</b>		<b>County/City:</b>	
<b>Postcode:</b>		<b>Country:</b>	
<b>Date Move in: (Month &amp; Year)</b>		<b>Date Move Out: (Month &amp; Year)</b>	
<b>Previous Address:</b>			
<b>Town:</b>		<b>County/City:</b>	
<b>Postcode:</b>		<b>Country:</b>	
<b>Date Move in: (Month &amp; Year)</b>		<b>Date Move Out: (Month &amp; Year)</b>	
<b>If the space is not sufficient, please continue on a blank sheet.</b>			

<b>Subject to the Rehabilitation of Offenders Act please answer the following questions: Please cross the box with correct answer:</b>	
Have you ever been cautioned by the Police?	<input type="checkbox"/> YES / <input type="checkbox"/> NO
Have you ever been prosecuted for a criminal offence or are there any prosecutions pending?	<input type="checkbox"/> YES / <input type="checkbox"/> NO
Have you ever been prosecuted for a motoring offence or are there any prosecutions pending?	<input type="checkbox"/> YES / <input type="checkbox"/> NO
Have you ever been a party to an action in any court or tribunal?	<input type="checkbox"/> YES / <input type="checkbox"/> NO
Have you ever been declared bankrupt or made a deed by arrangement?	<input type="checkbox"/> YES / <input type="checkbox"/> NO
Have any orders been made against you by a Civil or military Court or Public Authority?	<input type="checkbox"/> YES / <input type="checkbox"/> NO
If the answer to any of the above questions is 'YES', give full details below:	

**Employment/Unemployment History for 5 years.**

- For each previous employer please provide the information requested below.
- If you have been unemployed, please supply details of the unemployment benefit office and dates that dealt with your claim & any reference number you may have.
- Please do not leave gaps in dates – we must have a continuous record for the last FIVE years.
- Any gaps in history will result in a delay in processing your application.  
Please include full school & college details if attended within the last FIVE years.

<b>Employer/College Name:</b>			
<b>From Date (dd/mm/yy):</b>		<b>To Date (dd/mm/yy):</b>	
<b>Full Address:</b>			
		<b>Postcode:</b>	
<b>Tel No:</b>		<b>Job title:</b>	
<b>Contact person/Manager:</b>			
<b>Reason for Leaving</b>			
<hr/>			
<b>Employer/College Name:</b>			
<b>From Date (dd/mm/yy):</b>		<b>To Date (dd/mm/yy):</b>	
<b>Full Address:</b>			
		<b>Postcode:</b>	
<b>Tel No:</b>		<b>Job title:</b>	
<b>Contact person/Manager:</b>			
<b>Reason for Leaving</b>			
<hr/>			
<b>Employer/College Name:</b>			
<b>From Date (dd/mm/yy):</b>		<b>To Date (dd/mm/yy):</b>	
<b>Full Address:</b>			
		<b>Postcode:</b>	
<b>Tel No:</b>		<b>Job title:</b>	
<b>Contact person/Manager:</b>			
<b>Reason for Leaving</b>			
<hr/>			
<b>Employer/College Name:</b>			
<b>From Date (dd/mm/yy):</b>		<b>To Date (dd/mm/yy):</b>	
<b>Full Address:</b>			
		<b>Postcode:</b>	
<b>Tel No:</b>		<b>Job title:</b>	
<b>Contact person/Manager:</b>			
<b>Reason for Leaving</b>			
<hr/>			
<b>Employer/College Name:</b>			
<b>From Date (dd/mm/yy):</b>		<b>To Date (dd/mm/yy):</b>	
<b>Full Address:</b>			

		<b>Postcode:</b>	
<b>Tel No:</b>		<b>Job title:</b>	
<b>Contact person/Manager:</b>			
<b>Reason for Leaving</b>			

<b><u>FULL TIME AND ANY PART TIME SPECIALIST COURSES ATTENDED &amp; DETAILS OF PROFESSIONAL QUALIFICATIONS OBTAINED (EG. NVQ, CITY IN GUILDS ETC)</u></b>			
<b>Name, Address &amp; Phone of School/college/university</b>	<b>Date To:</b>	<b>Date From:</b>	<b>Result</b>

**PLEASE CONTINUE ON A SEPARATE BLANK SHEET IF NECESSARY**

**SELF EMPLOYMENT:**

If you have been self-employed for any period, please give name, nature, and address of your business and two business referees Accountant/Solicitor only (not included under personal referees) whom we can approach to confirm the periods stated.

**Please note the following must be supplied for each period of self-employment please continue a separate piece of paper if necessary.**

**Referee 1**

<b>Name and address of Business:</b>	
<b>Profession:</b>	
<b>From:</b>	
<b>To:</b>	

**Referee 2**

<b>Name and address of Business:</b>	
<b>Profession:</b>	
<b>From:</b>	
<b>To:</b>	

If you have been self-employed for any period, please give name, nature, and address of your business and two business referees Accountant/Solicitor only (not included under personal referees) whom we can approach to confirm the periods stated.

**Please note the following must be supplied for each period of self-employment please continue on a separate piece of paper if necessary.**

**PERSONAL REFEREES:**

These must be persons who have known you continuously for at least five years and can vouch for your good character – they may not be a previous employer or relative

**Referee 1**

<b>Name:</b>	
<b>Address:</b>	
<b>Post code</b>	
<b>Tel:</b>	
<b>Profession</b>	
<b>How long Known</b>	

**Referee 2**

<b>Name:</b>	
<b>Address:</b>	
<b>Post code</b>	
<b>Tel:</b>	
<b>Profession</b>	
<b>How long Known</b>	

## **SCREENING & VETTING DECLARATIONS:**

I understand that employment with this company is subject to references and screening in accordance with BS7858. I confirm that the information I have provided on my application is true and complete to the best of my knowledge. I understand that any false statement or omission may render me liable to prosecution or dismissal without notice. I fully understand the consequences which may arise as a result of knowingly making a false declaration to gain employment or pecuniary advantage. (Theft Act 1968 Section 16). I accept that I may be required to undergo a medical examination where requested by the Company and I consent to the results of such examination being given to a Company Director. I further understand that a credit agency check may be carried out on me, and I give my consent to this.

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 authorize the company to approach Government agencies, former employers and personal referees for verification of my employment/unemployment record.

## **DISCLOSURE:**

You may be employed in a position of trust by a company or one of its subsidiary companies we may have to apply for a Disclosure from the Criminal Records Bureaux. However, having a criminal record does not necessarily bar you from employment. If you wish to obtain more information please ask The Company Personnel Department for their Code of Practice or their 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. 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.

## **DATA PROTECTION ACT 2018:**

We will use the information you have given on this form (together with any information which we obtain with your consent from third parties) for assessing your suitability for employment within certain contracts managed by your employers. It may be necessary to disclose your information to our agents and other service providers.

By returning this form to us you consent to our processing sensitive personal data about you where this is necessary, for example information about your past employment, finances, ethnic origin or criminal offences. You also consent to the transfer of your information to your employers where this is necessary.

We will only retain your data for as long as necessary for the recruitment process. If your application is unsuccessful, we will securely destroy your data after 12 months.

Your information will be held on our computer database and in our paper filing systems. 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.



Signature Applicant	of		Date	
PRINT NAME				

Bank Details:	
Bank Name:	
Account Holder name:	
Account number:	
Sort Code:	