



Aspro Security Services Limited  
Blackthorn House  
Skull House Lane  
Appley Bridge  
Wigan  
WN6 9DB

Dear Applicant,

**Please complete this application pack in Black Ink using Capital Letters** including your full 5 Years work history. This includes any period of time you have been unemployed in this 5 Year period. please make sure all sections are completed i.e. Past Employers Name, Address, Contact Details and Length of Service.

**DO NOT POST YOUR APPLICATION TO HEAD OFFICE**, please call and arrange your Interview with the Regional Manager on the Number below

**Please take all original documents with you to your interview.**

- SIA Badge
- Photo ID (Passport, Driving Licence)
- Bank Statement (No more than three months old)
- Utility Bill (Must show current address. No more than three months old)
- Birth Certificate
- Letter from the Job Centre Confirming JSA claims for 5 year
- Letter from the HMRC Confirming PAYE Contributions paid claims for 5 year. Call 0300 200 3300

**Please bring the fully completed application pack to your interview**

If you require assistance please contact

**Head Office  
01942 936399**

**POSITION APPLIED FOR:** \_\_\_\_\_

The following Information Will Be Treated In the Strictest Confidence

**PERSONAL**

(Please complete this section in **BLOCK CAPITAL**)

Surname:		First Name(s):	
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Present Address:			
	Post Code	Dates From:	
Previous Addresses in the last 5 years including dates; (Continue on separate sheet if required)			
	Post Code	Dates From: / /	To: / /
	Post Code	Dates From: / /	To: / /
Email :			

Contact Tel No:		D.O.B:	
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Full Driving Licence:	<b>Yes / No</b>	Endorsements:	<b>Yes / No</b>
* If yes, Please give details:			

National Insurance number:		SIA Licence Number:	
		Expiry Date:	
Nationality:		Marital Status:	

Are you involved in any activity which might limit your availability to work or your working hours e.g. local government	<b>Yes / No</b>
If YES, please give full details:	

Are you subject to any restrictions or covenants which might restrict your working activities:	<b>Yes / No</b>
If YES, please give full details:	

Are you willing to work overtime and weekends if required:	<b>Yes / No</b>
Please give details of hours you wish not to work:	

Have you any convictions (other than spent convictions under the Rehabilitation of Offenders Act 1974)	<b>Yes / No</b>
If YES, Please give full details:	

You may be required, if offered employment, as part of your application to complete a Pre-employment Medical Questionnaire. Are you prepared to undergo a medical examination prior to employment.	<b>Yes / No</b>
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Have you ever worked for this company before?	<b>Yes / No</b>
If YES, Please give details:	

Have you applied for employment for this company before?	<b>Yes / No</b>
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Do you need a work permit to take up employment in the UK?	<b>Yes / No</b>
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How much notice are you required to give to your current employer?	
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## EDUCATION

Schools attended since age 11	From	To	Examinations and Results
College or University	From	To	Courses and Results
Further Formal Training	From	To	Diploma/Qualification
Job related Training Courses Name of Organisation	Date	Subject	

Please give details of membership of any technical or professional associations:


Please list any foreign languages spoken and the level of competence:


<b>E1</b> Name of Co .....  Manager's Name .....  Address: ..... ..... Postcode:..... Telephone No. .... Fax No .....	<b>Dates Employed:</b> From: ...../..... To: ...../..... Position: ..... Salary: ..... Reason for Leaving: ..... .....	Dates - Confirmed - YES/NO Reason for leaving - Confirmed - YES/NO Would re-employ - YES/NO To your knowledge has this man/woman got a criminal record? YES/NO Any reason to suppose an Insurance Company would not bond? ..... Person speaking to: ..... Position: ..... <b>Signed:</b> ..... <b>SUPVR/SSO</b> <b>Signed:</b> ..... <b>Vetting Officer</b> <b>Date:</b> .....
<b>E2</b> Name of Co .....  Manager's Name .....  Address: ..... ..... Postcode:..... Telephone No. .... Fax No .....	<b>Dates Employed:</b> From: ...../..... To: ...../..... Position: ..... Salary: ..... Reason for Leaving: ..... .....	Dates - Confirmed - YES/NO Reason for leaving - Confirmed - YES/NO Would re-employ - YES/NO To your knowledge has this man/woman got a criminal record? YES/NO Any reason to suppose an Insurance Company would not bond? ..... Person speaking to: ..... Position: ..... <b>Signed:</b> ..... <b>SUPVR/SSO</b> <b>Signed:</b> ..... <b>Vetting Officer</b> <b>Date:</b> .....
<b>E3</b> Name of Co .....  Manager's Name .....  Address: ..... ..... Postcode:..... Telephone No. .... Fax No .....	<b>Dates Employed:</b> From: ...../..... To: ...../..... Position: ..... Salary: ..... Reason for Leaving: ..... .....	Dates - Confirmed - YES/NO Reason for leaving - Confirmed - YES/NO Would re-employ - YES/NO To your knowledge has this man/woman got a criminal record? YES/NO Any reason to suppose an Insurance Company would not bond? ..... Person speaking to: ..... Position: ..... <b>Signed:</b> ..... <b>SUPVR/SSO</b> <b>Signed:</b> ..... <b>Vetting Officer</b> <b>Date:</b> .....
<b>E4</b> Name of Co .....  Manager's Name .....  Address: ..... ..... Postcode:..... Telephone No. .... Fax No .....	<b>Dates Employed:</b> From: ...../..... To: ...../..... Position: ..... Salary: ..... Reason for Leaving: ..... .....	Dates - Confirmed - YES/NO Reason for leaving - Confirmed - YES/NO Would re-employ - YES/NO To your knowledge has this man/woman got a criminal record? YES/NO Any reason to suppose an Insurance Company would not bond? ..... Person speaking to: ..... Position: ..... <b>Signed:</b> ..... <b>SUPVR/SSO</b> <b>Signed:</b> ..... <b>Vetting Officer</b> <b>Date:</b> .....

<b>E5</b> Name of Co .....  Manager's Name .....  Address: ..... ..... Postcode:..... Telephone No. .... Fax No .....	<b>Dates Employed:</b> From: ...../..... To: ...../..... Position: ..... Salary: ..... Reason for Leaving: ..... .....	Dates - Confirmed - YES/NO Reason for leaving - Confirmed - YES/NO Would re-employ - YES/NO To your knowledge has this man/woman got a criminal record? YES/NO Any reason to suppose an Insurance Company would not bond? ..... Person speaking to: ..... Position: ..... <b>Signed:</b> ..... <b>SUPVR/SSO</b> <b>Signed:</b> ..... <b>Vetting Officer</b> <b>Date:</b> .....
<b>E6</b> Name of Co .....  Manager's Name .....  Address: ..... ..... Postcode:..... Telephone No. .... Fax No .....	<b>Dates Employed:</b> From: ...../..... To: ...../..... Position: ..... Salary: ..... Reason for Leaving: ..... .....	Dates - Confirmed - YES/NO Reason for leaving - Confirmed - YES/NO Would re-employ - YES/NO To your knowledge has this man/woman got a criminal record? YES/NO Any reason to suppose an Insurance Company would not bond? ..... Person speaking to: ..... Position: ..... <b>Signed:</b> ..... <b>SUPVR/SSO</b> <b>Signed:</b> ..... <b>Vetting Officer</b> <b>Date:</b> .....
<b>E7</b> Name of Co .....  Manager's Name .....  Address: ..... ..... Postcode:..... Telephone No. .... Fax No .....	<b>Dates Employed:</b> From: ...../..... To: ...../..... Position: ..... Salary: ..... Reason for Leaving: ..... .....	Dates - Confirmed - YES/NO Reason for leaving - Confirmed - YES/NO Would re-employ - YES/NO To your knowledge has this man/woman got a criminal record? YES/NO Any reason to suppose an Insurance Company would not bond? ..... Person speaking to: ..... Position: ..... <b>Signed:</b> ..... <b>SUPVR/SSO</b> <b>Signed:</b> ..... <b>Vetting Officer</b> <b>Date:</b> .....
<b>E8</b> Name of Co .....  Manager's Name .....  Address: ..... ..... Postcode:..... Telephone No. .... Fax No .....	<b>Dates Employed:</b> From: ...../..... To: ...../..... Position: ..... Salary: ..... Reason for Leaving: ..... .....	Dates - Confirmed - YES/NO Reason for leaving - Confirmed - YES/NO Would re-employ - YES/NO To your knowledge has this man/woman got a criminal record? YES/NO Any reason to suppose an Insurance Company would not bond? ..... Person speaking to: ..... Position: ..... <b>Signed:</b> ..... <b>SUPVR/SSO</b> <b>Signed:</b> ..... <b>Vetting Officer</b> <b>Date:</b> .....

## PRESENT OR LAST EMPLOYER

Are you currently employed? **YES/NO**

Are we able to approach your Present/Last employer? **YES/NO**

Name of present or last employer:	
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Address:	

Telephone No:	
Fax No:	

Nature of business:	
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Job title and a brief description of your duties:	

Length of Service:	From:	To:
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**DECLARATION AND CONSENT**

**INTERESTS, ACHIEVEMENTS, LEISURE ACTIVITIES** (e.g. hobbies, sports, club memberships)


**SUPPLEMENTARY INFORMATION**

Please set out below any further information to support your application, e.g. past achievements, future aspirations, personal strengths.


I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal

**I consent for these details to be held in confidence by the Company, for the purposes of assessing this application, ongoing personnel administration and payroll administration (where applicable) in compliance with GDPR 2018.**

**Please note:**

You will be required to undergo a vetting check on commencement of you joining the organisation which the company will fulfil the cost of. If you leave the organisation within 16 weeks you will be required to bare the cost back to the organisation.

Signature: _____	Date: _____
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**PERSONAL REFERENCES**

Please give the names of at least one person whom we may approach for a character reference, who have known you for at least the previous three years. The personal references may NOT be a family member or previous employer.

<p><b>C1</b>                  .....                  .....                  ..... <b>POSTCODE:</b> .....</p> <p><b>TEL. NO.:</b> .....</p> <p><b>Email Address:</b> .....</p> <p><b>OCCUPATION:</b> .....</p> <p><b>Have you got consent from the personal reference to supply this information?</b>  <b>YES <input type="checkbox"/> NO <input type="checkbox"/></b></p>	<p><b>C2</b>                  .....                  .....                  ..... <b>POSTCODE:</b> .....</p> <p><b>TEL. NO.:</b> .....</p> <p><b>Email Address:</b> .....</p> <p><b>OCCUPATION:</b> .....</p> <p><b>Have you got consent from the personal reference to supply this information?</b>  <b>YES <input type="checkbox"/> NO <input type="checkbox"/></b></p>
<b>CHARACTER VETTING – Supervisor/SSO Only</b>	<b>CHARACTER VETTING – Supervisor/SSO Only</b>
<p><i>How many years have you known the applicant? .....</i>  <i>In what capacity do you know the applicant? .....</i></p> <p><i>Are there any periods of six months or more where you were not in regular communication with the applicant? .....</i></p> <p><i>Can you recommend the applicant as suitable for a position of great trust and responsibility? .....</i></p> <p><i>Can you give your opinion as to the general character of the applicant?</i>                  .....</p> <p>Signed:.....Supvr/SSO</p> <p>Date:.....</p> <p>Signed:.....Vetting Officer Date:.....</p>	<p><i>How many years have you known the applicant? .....</i>  <i>In what capacity do you know the applicant? .....</i></p> <p><i>Are there any periods of six months or more where you were not in regular communication with the applicant? .....</i></p> <p><i>Can you recommend the applicant as suitable for a position of great trust and responsibility? .....</i></p> <p><i>Can you give your opinion as to the general character of the applicant?</i>                  .....</p> <p>Signed:.....Supvr/SSO</p> <p>Date:.....</p> <p>Signed:.....Vetting Officer Date:.....</p>

Applicants must have the following ID (as per SIA requirements and BS7858:2012)

- Two identity documents from group A. At least one document must show your current address and at least one document must show your date of birth.
- **Or**
- One identity document from group A and two documents from group B. At least one document must show your current address and at least one document must show your date of birth.

**What do we mean by "group A" and "group B"?**

**Group A documents:**

- Signed valid passport of any nationality, or UK digital passport number entered on the application form – this is the preferred option as it will help us speed up the processing of your application.
- Signed valid UK photo driving licence (both parts of the full or provisional licence are required)
- UK original birth certificate issued within 12 months of birth

**Group B documents:**

- Valid EU photo ID card.
- Valid UK firearms licence with photo
- Signed valid UK paper driving licence.
- Marriage certificate or Civil Partnership certificate, with translation if not in English.
- UK birth certificate issued more than 12 months after date of birth, but not a photocopy.
- Non-UK birth certificate, with translation if not in English.
- UK adoption certificate
- P45 statement of income for tax purposes on leaving a job issued in the last 12 months.
- P60 annual statement of income for tax purposes issued in the last 12 months.
- Bank or building society statement issued to your current address, less than three months old. You can use more than one statement as long as each is issued by a different bank or building society.
- Mortgage statement issued in the last 12 months.
- Utility bill (gas, electric, telephone, water, satellite, cable) issued to your current address within the last three months. **You can only send us one utility bill in support of your application.**
- Pension, endowment or ISA statement issued in last 12 months.
- British work permit or visa issued in last 12 months.
- Letter from H.M. Revenue & Customs, Department of Work and Pensions, employment service, or local authority issued within the last three months. You can use more than one letter as long as each is issued by a different Government department or a different local authority.
- A credit card statement sent to your current address within the last three months. You can use more than one statement as long as each is issued by a different issuer.
- Council Tax statement issued in the last 12 months.
- Child benefit book issued in last 12 months.