



**For office use only**

Date received:

Received by (initials):

## JOB APPLICATION FORM

Vacancy Title:

Where did you hear about this vacancy:

### 1. PERSONAL DETAILS

Last Name:

  

First Name:

  

Address:

  

Postcode:

Contact number.

E-mail address:

Next of kin name:

Next of kin contact  
number:

Are you free to remain and take up employment  
in the UK?

Yes

No

*(You will be required to provide appropriate documentary evidence of this  
at if shortlisted for an interview. For examples of acceptable documents  
please see [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk))*

Have you previously been invited for an  
interview with, or employed by, Albion Security  
Ltd?

Yes

No

If yes, please state position(s) applied for / held:

## 2. EDUCATION/QUALIFICATIONS

| School (11+)                     | Study Dates | Qualification and Grade | Date Obtained |
|----------------------------------|-------------|-------------------------|---------------|
|                                  |             |                         |               |
| College/University               | Study Dates | Qualification and Grade | Date Obtained |
|                                  |             |                         |               |
| Ongoing Professional Development | Study Dates | Qualification and Grade | Date Obtained |
|                                  |             |                         |               |

### Training and Development

Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application.

| Training Course | Course Details<br>(including length of course/nature of training) |
|-----------------|---|
|                 |   |

### Current Membership of any Professional Body/Organisation

Please give details:

### 3. EMPLOYMENT HISTORY

**Previous Employment:** Please include any previous experience (paid or unpaid), starting with the most recent first.

#### CURRENT OR MOST RECENT EMPLOYER

Name of Employer:

Address:

Postcode:

Position Held:

Date Started:

Notice Period or  
Leaving date if you  
are no longer  
employed:

Reason for leaving:

Brief description of duties:

#### PREVIOUS EMPLOYER

Name of Employer:

Address:

Postcode:

Position Held:

Date Started and  
Date Left:

Reason for  
leaving:

Brief description of duties:

Name of Employer:

Address:

Postcode:

Position Held:

Date Started and  
Date Left:

Reason for  
leaving:

Brief description of duties:

Continue previous employer information on separate sheet if necessary

#### 4. INFORMATION IN SUPPORT OF YOUR APPLICATION

##### **Skills, abilities and experience**

Please use this section to demonstrate why you think you would be suitable for the post by reference to the job description and person specification (by giving relevant examples and case studies). Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities. Please attach and label any additional sheets used.

**Please note that there is a 700- word limit for this section.**

Continue on a separate sheet if necessary

#### 5. CONVICTIONS/DISQUALIFICATIONS

Upon offer of employment we reserve the right to request a Criminal Records Bureau Disclosure at Standard level and this disclosure will include details of cautions, reprimands or final warnings as well as convictions.

**Please provide details below of any convictions which are not spent under the terms of the Rehabilitation of Offenders Act 1974:**

6. REASONABLE ADJUSTMENTS/ARRANGEMENTS FOR INTERVIEW

Please contact us to let us know if you need the application form in an alternative format or if you need any adjustments for the interview.

7. REFERENCES

Please provide the names and addresses of two referees whom we can approach for references.

| REFERENCE 1  | REFERENCE 2  |
|--|--|
| Name:  | Name:  |
| Job Title:   | Job Title:   |
| Organisation:  | Organisation:  |
| Address:   | Address:   |
| Contact No:  | Contact No:  |
| Email:   | Email:   |
| How is this person known to you:                               | How is this person known to you:                               |
| Do you wish to be consulted before this referee is approached: | Do you wish to be consulted before this referee is approached: |
| YesNo  | YesNo  |

## 8. DECLARATION

### Statement to be Signed by the Applicant

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

**I agree that the Albion Security can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the Data Protection Act 1998.**

**I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.**

Signed:

Date:

Candidates selected for interview will normally be notified within four weeks of the closing date.

## 9. SUBMITTING YOUR APPLICATION

Please email your completed application form to Ryan West: [Ryan@Albion-Security.co.uk](mailto:Ryan@Albion-Security.co.uk)