



Name: _____
Phone: _____
Visa Status: _____
Reference: _____

APPLICATION FORM

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

2 x Passport size photos, proof of National Insurance number
Copy of any training certificates (First Aid, Fire Training, CCTV, Close Protection, etc. (If you have any)
Copy of SIA license and granted letter if applicable + copy of CRB
Proof of residency and right to work in the UK (Passport and Visa)
2 x proofs of address not more than 3 months old-utility bill, NOT mobile phone bill
2 forms of identification-passport, driving licence-both parts, birth or marriage certificate

Please bring your ORIGINAL DOCUMENTS with the photocopies for verification purposes.

YOUR VETTING & SCREENING

Introduction. As you may well be aware, we carry out security screening on you to ensure that you are not a present or potential future security risk. The British Standard which we must comply with in doing so is BS 7858:2006. Under the guidelines laid down by BS7858, you are required to provide evidence of previous employers, periods of self-employment and periods of unemployment, periods spent in full-time education, periods spent abroad and periods spent in prison. The purpose of this is to verify your whereabouts on a month by month basis for the last 5 years. Please complete the attached Application for Employment form fully and accurately

NAMES AND ADDRESSES. Please ensure that all names and addresses are accurate. Ensure that surnames are spelled correctly and all information is clearly written and legible.

CHARACTER REFERENCES should be three people that have known you on a month by month basis for at least five years. Neither referee should be related to you or be someone with whom you are in a long-term romantic relationship or reside at the same address as you. Please state their relationship with you and state for how long you have known them **on a continuous basis** or for which specific periods.,

PREVIOUS EMPLOYERS State who your immediate superior was or who the person was to whom you were responsible. State also your job title at the time of leaving and your reason for leaving. Ensure all dates are recorded as month and year both for starting and for leaving employment with a company. A character reference will be requested from your immediate superior from your most recent period of employment.

NO LONGER TRADING Previous employers who are no longer trading can present a problem. Provide as much detail as you can about the company and our Screening Controller will figure out how to deal with the matter.



PERIODS OF SELF-EMPLOYMENT should be accompanied by details of your professional advisers (Accountants, Solicitors, and Bankers) during that period. Additionally, provide a letter instructing them to release details of your self employment to the company or its agents.

PERIODS OF UNEMPLOYMENT should be accompanied by details of the office at which you were claiming the benefit or signing on. Additionally the Letter of Authority will serve as an instruction to release details of your claims to the company or its agents.

PERIODS OF FULL-TIME EDUCATION should be accompanied by accurate dates of courses. This should state the month and the year of the start and finish of the course, back to the date of leaving secondary education.

PERIODS SPENT ABROAD SHOULD BE ACCOMPANIED BY A VISA, Passport Stamp, Hotel Bills, Wage Slips (if working abroad), Credit Card Statements, etc, to show that you were where you said you were during this period.

PERIODS SPENT IN PRISON should be accompanied by exact dates on a month by month basis. Accurate addresses of prisons are important including any prison reference number. If you have a Certificate of Discharge or similar please submit with the application form.



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 authorize you to work in this country? Yes/ No			
		Which license 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 Badge:			
Passport Number:		Expiry Date of Passport :			
Visa Status: (TIER1 / TIER 2/ TIER3 TIER4 / EU/ BRITISH)		Expiry Date of Visa:			
Visa Number					



EMPLOYMENT HISTORY

Important Note: Please put 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	

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



EDUCATION HISTORY

Institute Name		Institute Name	
Address:		Address:	
Email:		Email:	
Phone:		Phone:	
Qualifications Achieved		Qualifications Achieved	
Start Date		Start Date	
Date Finish		Date Finish	
Reason for Leaving		Reason for Leaving	

ADDITIONAL WORK RELATED QUALIFICATIONS

Qualification	Awarding Body	Date Received

Use 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 refereee.

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

Screening Permission Signed by the Applicant

I (print name) _____ certify that to the best of my knowledge, the information I have given is complete and correct and I understand that misrepresentation of facts is grounds for immediate dismissal and renders me liable for prosecution. I authorise the company to approach any government agencies, former employers and personal referees to verify the information given and will supply a statutory declaration if required (I give permission for my present employer to be approached).

By signing this document the applicant agrees that the company can carry out relevant checks to confirm whether the applicant has been made bankrupt or has any county court judgements.

Confidentiality agreement:

I agree not to disclose any confidential information gained during or after employment with the company about the clients or the company to any 3rd party. The company shall be entitled to apply for an injunction to prevent such disclosures or use to seek any other remedy including, without limitations, the recovery of damages in case of such disclosures or use.

Recruitment Policy:

It is the company's policy to employ the best qualified personnel and provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person on the grounds of race, colour, national origin, sex, marital status, age or disability.

I hereby authorise the company to seek references to support this application and release the company and its referees from any liability caused by giving and receiving of information

DECLARATION

The information given in this application form, to the best of my knowledge, is correct. I understand that any false statement or omission will make me liable for immediate dismissal.

SIGNED..... **DATE**.....

PRINT NAME IN BLOCK CAPITALS.....