

APPLICATION FOR EMPLOYMENT

FULL / PART TIME



(PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS) This Form is (Private & Confidential)

*DELETE WHERE NOT APPLICABLE *ANSWER ALL QUESTIONS FULLY *(WHERE NOT APPLICABLE PUT N/A)

Personal details

Surname: _____ Forenames: _____

Address: _____

Postcode: _____

Date of Birth: _____ Sex: Male Female * _____ Age: _____

Title: Mr/Mrs/Miss/Ms: _____

Time at Current Address: From: _____ To: _____

Place of Birth: _____ Tel No's: Home: _____ Mobile: _____

Nationality: _____

IF NOT BORN IN THE UNITED KINGDOM, STATE DATE AND PLACE OF ENTRY INTO THE COUNTRY

National Insurance Number:

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PERSON TO BE CONTACTED IN CASE OF AN EMERGENCY/NEXT OF KIN:

Name: _____ Address: _____

Relationship: _____

Telephone Number: _____ Post Code: _____

Position Applied For: _____

Available to take up employment (Date): _____

Prepared to work: Full-time ☐ Part-time ☐ Shift-work ☐

Do you: Have access to a car?

Hold a current driving licence? Provisional ☐ Full ☐ HGV ☐ No ☐

If Self Employed, Please Provide your UTR Number.



Background Information

Have you appeared before a Court Charged with a Criminal, Civil or Military Offence and been convicted or cautioned ? Yes/No

By the Police for any offence in the last 5 years? Yes/No

Do you have any alleged offences outstanding? Yes/No

If Yes, please give details: _____

Personal References

Please give details of two people, other than family or previous employers, who have known you well for a minimum of three years who we may approach for references:

Name: _____ Name: _____

Address: _____ Address: _____

Tel No: _____ Tel No: _____

How long have they known you?

How long have they known you?

Physical record

Do you: Suffer with colour blindness? Yes/No*

Are you in good health? Yes/No*

Are you at present or have you during the past six months taken pills, tablets or drugs prescribed by a doctor? Yes/No*

If Yes give details: _____

Are there any disabilities that may affect your application?

Yes/No*

If Yes describe disabilities and:

- (a) any reasonable adjustment which you feel should be made to the recruitment process to assist you in your application for the job?
- (b) any reasonable adjustment which you feel should be made to the job itself which would enable you to carry out the job?



SIA BADGE DETAILS

Which badge type do you hold e.g. door supervisor, cctv etc	Badge Number and Expiry Date

Please include all addresses you have lived at in the last 5 years

Address	Dates

Please List All Qualifications and certifications you hold

Occupational qualifications/institute membership			
College, Institute or other name	Dates		Qualifications/level Attained
	From	To	

Your personal data maybe shared with other businesses and companies in regards to work related activities and in order to assist in gaining you employment temporary or permanent. Please circle and let us know below if you consent Hire A Guard to share your Personal data and information.

No :

Yes :

Print Name:

Sign:

Employment History



Details of your recent employment here, and use the spaces below to give details of other employments, working backwards from the most recent)

Present/previous employer: _____ Type of business: _____

Address: _____

Starting pay £ _____ Per _____ Finishing pay £ _____ Per _____

Job title: _____

Duties/responsibilities: _____

Dates _____ Reason for leaving _____

Previous employer: _____ Type of business: _____

Address: _____

Starting pay £ _____ Per _____ Finishing pay £ _____ Per _____

Job title: _____

Duties/responsibilities: _____

Dates _____ Reason for leaving _____

Previous employer: _____ Type of business: _____

Address: _____

Starting pay £ _____ Per _____ Finishing pay £ _____ Per _____

Job title: _____

Duties/responsibilities: _____

Dates _____ Reason for leaving _____

Previous employer: _____ Type of business: _____

Address: _____

Starting pay £ _____ Per _____ Finishing pay £ _____ Per _____

Job title: _____

Duties/responsibilities: _____

Self employment record

If you were **Self Employed** at any time during the last 5 years please provide trade references or, name and address of someone who can confirm details (**i.e. Book Keeper, Solicitor or Companies with whom you have traded**).

Address: _____

Address: _____

Applicant Bank details:

Bank Name	Bank Address	Sort Code	Account Number	Name on Acc

Please attach 2 proofs of photographic id and 2 proofs of address, including legal right to work in the UK and a photo of your SIA Badge alongside this application form.

Id's Acceptable:

Driving Licence Passport
BRP Residency card Bank
statement
SIA Badge photo

Please email all forms and attachments to; Office@hireaguarduk.co.uk

Applicants Declaration:

I hereby certify that all details are correct and understand that any false or misleading statement will render any employment offer void, furthermore, I agree to abide by Hire a guard LTD's regulations should my application be successful. It is also understood that should I for any reason, terminate my employment with Hire a guard LTD all Company property will be returned. I Hereby agree, accept and acknowledge that I will not solicit, accept, directly or indirectly accept direct employment or engagement from any client or site to which I am assigned to by Hire a guard LTD. I also agree not to apply directly for any position or employment at a clients site or any client where I have been contracted to and deployed to by Hire a guard LTD. I understand that any breach of this agreement may result in legal action and/or a financial penalty as determined by Hire a guard LTD.

Applicants Signature:

Date:

Interviewers Signature:

Date:

References:

Please Provide 2 Professional References of previous employment.

Reference 1

Name:	
Company Address	
Contact:	
Your Position:	
Reference Contact Details:	
Duration of employment:	

Reference 2

Name:	
Company Address	
Contact:	
Your Position:	
Reference Contact Details:	
Duration of employment:	

Authorisation

I hereby authorise Hire a Guard LTD to approach former employers, educational establishments, Government Departments and personal referees for verification of my career and employment/unemployment record. I understand that any documents I provide will be checked for authenticity. I hereby authorise Hire a Guard LTD to make necessary enquiries about me including but not limited to DBS and CCJ Checks.

I Confirm Yes ☐
No ☐

Candidate Name Print: _____ **Signature:** _____ **Date:** _____

Notes: