

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):	
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:	
Full Driving Licence:	Yes / No	Endorsements:	Yes / No
* 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			Yes / No
If YES, please give full details:			
Are you subject to any restrictions or covenants which might restrict your working activities:			Yes / No
If YES, please give full details:			
Are you willing to work overtime and weekends if required:			Yes / No
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)			Yes / No
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.			Yes / No
Have you ever worked for this company before?			Yes / No
If YES, Please give details:			
Have you applied for employment for this company before?			Yes / No
Do you need a work permit to take up employment in the UK?			Yes / No
How much notice are you required to give to your current employer?			

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:

E1 Name of Co Manager's Name Address: Postcode:..... Telephone No. Fax No	Dates Employed: 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: Signed: SUPVR/SSO Signed: Vetting Officer Date:
E2 Name of Co Manager's Name Address: Postcode:..... Telephone No. Fax No	Dates Employed: 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: Signed: SUPVR/SSO Signed: Vetting Officer Date:
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<p>E5 Name of Co</p> <p>Manager's Name</p> <p>Address:</p> <p>.....</p> <p>Postcode:.....</p> <p>Telephone No.</p> <p>Fax No</p>	<p>Dates Employed:</p> <p>From:/..... To:/.....</p> <p>Position:</p> <p>Salary:</p> <p>Reason for Leaving:</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>Dates - Confirmed - YES/NO</p> <p>Reason for leaving - Confirmed - YES/NO</p> <p>Would re-employ - YES/NO</p> <p>To your knowledge has this man/woman got a criminal record? YES/NO</p> <p>Any reason to suppose an Insurance Company would not bond?</p> <p>Person speaking to:</p> <p>Position:</p> <p>Signed: SUPVR/SSO</p> <p>Signed: Vetting Officer</p> <p>Date:</p>
<p>E6 Name of Co</p> <p>Manager's Name</p> <p>Address:</p> <p>.....</p> <p>Postcode:.....</p> <p>Telephone No.</p> <p>Fax No</p>	<p>Dates Employed:</p> <p>From:/..... To:/.....</p> <p>Position:</p> <p>Salary:</p> <p>Reason for Leaving:</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>Dates - Confirmed - YES/NO</p> <p>Reason for leaving - Confirmed - YES/NO</p> <p>Would re-employ - YES/NO</p> <p>To your knowledge has this man/woman got a criminal record? YES/NO</p> <p>Any reason to suppose an Insurance Company would not bond?</p> <p>Person speaking to:</p> <p>Position:</p> <p>Signed: SUPVR/SSO</p> <p>Signed: Vetting Officer</p> <p>Date:</p>
<p>E7 Name of Co</p> <p>Manager's Name</p> <p>Address:</p> <p>.....</p> <p>Postcode:.....</p> <p>Telephone No.</p> <p>Fax No</p>	<p>Dates Employed:</p> <p>From:/..... To:/.....</p> <p>Position:</p> <p>Salary:</p> <p>Reason for Leaving:</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>Dates - Confirmed - YES/NO</p> <p>Reason for leaving - Confirmed - YES/NO</p> <p>Would re-employ - YES/NO</p> <p>To your knowledge has this man/woman got a criminal record? YES/NO</p> <p>Any reason to suppose an Insurance Company would not bond?</p> <p>Person speaking to:</p> <p>Position:</p> <p>Signed: SUPVR/SSO</p> <p>Signed: Vetting Officer</p> <p>Date:</p>
<p>E8 Name of Co</p> <p>Manager's Name</p> <p>Address:</p> <p>.....</p> <p>Postcode:.....</p> <p>Telephone No.</p> <p>Fax No</p>	<p>Dates Employed:</p> <p>From:/..... To:/.....</p> <p>Position:</p> <p>Salary:</p> <p>Reason for Leaving:</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>Dates - Confirmed - YES/NO</p> <p>Reason for leaving - Confirmed - YES/NO</p> <p>Would re-employ - YES/NO</p> <p>To your knowledge has this man/woman got a criminal record? YES/NO</p> <p>Any reason to suppose an Insurance Company would not bond?</p> <p>Person speaking to:</p> <p>Position:</p> <p>Signed: SUPVR/SSO</p> <p>Signed: Vetting Officer</p> <p>Date:</p>

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

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 understand these details will 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 the Data Protection Act 1998.

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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REFERENCES

Please give the names of one people whom we may approach for a character reference, who have known you for at least the previous three years. (Preferred five year character)

<p>C1 POSTCODE:</p> <p>TEL. NO.:</p> <p>OCCUPATION:</p>	<p>C2 POSTCODE:</p> <p>TEL. NO.:</p> <p>OCCUPATION:</p>
CHARACTER VETTING – Supervisor/SSO Only	CHARACTER VETTING – Supervisor/SSO Only
<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>

SOURCE OF APPLICATION

How did you hear of this vacancy?

TO BE COMPLETED BY THE INTERVIEWER:

SENSE SCREENING:
Sight Examination (Flash Cards): Comments Smell Examination: Comments

PREVIOUS SECURITY EXPERIENCE: 	HEALTH:
GENERAL Demeanour/Appearance: 	PROOF OF I.D.: See List attached: Item seen (delete which are not applicable) Driving Licence, Passport, Birth Certificate Seen by

Driving License Check:

Driving License Number

National Insurance Number.....

Post Code on Driving License.....

ANY OTHER REMARKS:

SUITABLE/NOT SUITABLE (DELETE WHICH IS NOT APPLICABLE)

POSITION OFFERED	YES	NO	
REGRET BUT KEEP ON FILE	YES	NO	
REGRET			
POSITION OFFERED (TICK WHICH IS APPLICABLE)	CASUAL	TEMPORARY	PERMANENT
START DATE:	LOCATION:		
PAY RATE £	NUMBER OF DAYS PER WEEK:		

INTERVIEWER'S NAME:	INTERVIEW'S SIGNATURE:	DATE OF INTERVIEW:
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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.