

# EMPLOYMENT APPLICATION

Thank you for your interest in joining our team

We are an Equal Opportunities Employer

Please complete all sections in full. If any entry is not applicable insert N/A



**Security And Surveillance UK Ltd**  
Unit 3, Pedigree Farm Barns, Althorp, Northampton NN7 4HE  
E. [personnel@sasgb.co.uk](mailto:personnel@sasgb.co.uk) T. 016044490500

| SIA LICENCE DETAILS |                |             |
|---------------------|----------------|-------------|
| LICENCE TYPE        | LICENCE NUMBER | EXPIRY DATE |
|                     |                |             |
|                     |                |             |
|                     |                |             |

| PERSONAL INFORMATION  |  |
|---|--|
| TITLE   | HOME PHONE NUMBER                                  |
| SURNAME   | MOBILE PHONE NUMBER                                |
| FORENAME  | EMAIL  |
| CURRENT ADDRESS   | NATIONAL INSURANCE NUMBER                          |
| POSTCODE  | PLACE OF BIRTH                                     |
| TIME AT ADDRESS (if less than 5 years complete address history) | NATIONALITY  |
| (tick one) HOME OWNER      TENANT      OTHER(PLEASE STATE)      | HOW LONG HAVE YOU LIVED IN THE UK IF NOT BORN HERE |
| ARE YOU WILLING TO RELOCATE (yes/no)                            | DO YOU HAVE AUTHORITY TO WORK IN THE UK (yes/no)   |

|   |                                 |
|---|---------------------------------|
| ARE YOU LOOKING TO WORK (tick one) FULL TIME      PART TIME | WHEN ARE YOU AVAILABLE TO START |
|---|---------------------------------|

| ADDRESS HISTORY (if less than 5 years at current address, please provide all previous addresses up to 5 years ago) |          |           |         |
|--|----------|-----------|---------|
| PREVIOUS ADDRESS   | POSTCODE | DATE FROM | DATE TO |
|  |          |           |         |
|  |          |           |         |
|  |          |           |         |
|  |          |           |         |

| TRANSPORT   |  |
|---|--|
| DO YOU HAVE A VALID LICENCE TO DRIVE IN THE UK (yes/no) | DO YOU HAVE ANY MOTORING OFFENCES (if yes specify including dates) |
| (if yes) LICENCE NUMBER                                 |  |
| DO YOU HAVE YOUR OWN TRANSPORT (specify)                |  |

| BACKGROUND INFO  |
|--|
| HAVE YOU EVER BEEN FINED, CONVICTED OR CAUTIONED FOR ANY CRIMINAL OFFENCE - EXCLUDING MOTORING OFFENCES (if yes specify including dates) |
| ARE THERE ANY ALLEGED OFFENCES OR PROSECUTIONS PENDING AGAINST YOU (if yes specify including dates)                                      |
| DO YOU HAVE ANY OUTSTANDING DEBTS OR ATTACHMENTS TO EARNINGS (if yes specify including dates)  |
| DO YOU HAVE A BANKRUPTCY ORDER OR ANY VOLUNTARY ARRANGEMENTS (if yes specify including dates)  |
| DO YOU HAVE ANY OUTSTANDING COUNTY COURT JUDGEMENTS (if yes specify including dates)   |
| HAVE YOU EVER BEEN DISMISSED BY AN EMPLOYER FOR MISCONDUCT (if yes specify including dates)  |

| NEXT OF KIN   |          |
|---------------|----------|
| NAME          | ADDRESS  |
| RELATIONSHIP  |          |
| PHONE NUMBERS | POSTCODE |

| EDUCATION (please give details of any school, college or university attended within last 5 years) |          |           |         |
|---|----------|-----------|---------|
| NAME & ADDRESS  | POSTCODE | DATE FROM | DATE TO |
|   |          |           |         |
|   |          |           |         |
|   |          |           |         |
|   |          |           |         |

| SERVICE RECORD (please give details of any military or civilian forces served) |            |                                       |        |      |    |
|--|------------|---------------------------------------|--------|------|----|
| HAVE YOU EVER BEEN A MEMBER OF (if yes tick & specify below)                   |            |                                       |        |      |    |
| ARMY   | ROYAL NAVY | RAF                                   | POLICE | FIRE | TA |
| DATES FROM/TO  |            | RECORDED CONDUCT LEVEL                |        |      |    |
| UNIT OR REGIMENT   |            | REASON FOR LEAVING                    |        |      |    |
| RANK ON LEAVING  |            | ARE YOU LIABLE FOR RECALL OR TRAINING |        |      |    |

| ADDITIONAL QUALIFICATIONS  |
|--|
| DO YOU HAVE A CURRENT FIRST AID CERTIFICATE UNDER THE HEALTH & SAFETY AT WORK ACT (if yes specify expiry date) |
| LIST ANY ADDITIONAL QUALIFICATIONS   |

| SELF EMPLOYMENT (please give accountant or trade reference whom reference may be made) |          |
|--|----------|
| NAME   | ADDRESS  |
| RELATIONSHIP   |          |
| PHONE NUMBERS  | POSTCODE |

| EMPLOYMENT HISTORY (please give full 5 year employment & unemployment or back to school history) |           |         |                 |                |
|--|-----------|---------|-----------------|----------------|
| ORGANISATION DETAILS   | DATE FROM | DATE TO | JOB TITLE & PAY | LEAVING REASON |
| ORGANISATION NAME<br>CONTACT NAME<br>ADDRESS<br><br>PHONE NUMBERS<br>EMAIL                       |           |         |                 |                |
| ORGANISATION NAME<br>CONTACT NAME<br>ADDRESS<br><br>PHONE NUMBERS<br>EMAIL                       |           |         |                 |                |
| ORGANISATION NAME<br>CONTACT NAME<br>ADDRESS<br><br>PHONE NUMBERS<br>EMAIL                       |           |         |                 |                |

| EMPLOYMENT HISTORY (continued)   |  |  |  |  |
|--|--|--|--|--|
| ORGANISATION NAME<br>CONTACT NAME<br>ADDRESS<br><br>PHONE NUMBERS<br>EMAIL |  |  |  |  |
| ORGANISATION NAME<br>CONTACT NAME<br>ADDRESS<br><br>PHONE NUMBERS<br>EMAIL |  |  |  |  |
| ORGANISATION NAME<br>CONTACT NAME<br>ADDRESS<br><br>PHONE NUMBERS<br>EMAIL |  |  |  |  |

| ADDITIONAL INFORMATION |
|------------------------|
|                        |

**AUTHORISATION AND COMPLIANCE (please read, sign & date)****DECLARATIONS**

I understand that employment with this company is subject to references and screening in accordance with BS 7858.

I confirm that the information I have provided on my application is true and complete to the best of my knowledge. I understand and agree that I will be subject to any or all of the following checks:

- Address check
- Financial probity check which the company will retain on file
- ID verification checks
- Academic/professional qualification check
- Employment history, including any periods of unemployment/self-employment and any gaps
- Criminal background check

I authorize the company or its agents to approach government agencies, former employers, educational establishments, for information relating to and verification of my employment or unemployment history, a consumer information search and ID check with a credit reference agency, which will keep a record of those searches in line with current legislation.

I further declare that any documents that I provide as proof of my identity, proof of address, and any other documents that I provide are genuine and that any falsified documents may be reported to the appropriate authority. I understand that it may be a criminal offence to attempt to obtain employment by deception and that any misrepresentation, omission of a material fact or deception will be cause for immediate withdrawal of any offer of employment.

I accept that I may be required to undergo a medical examination where requested by the company. I understand and agree that if so required I will make a statutory declaration in accordance with the provisions of the Statutory Declarations Act 1835, in confirmation of previous employment or unemployment.

I understand that any false statement or omission to the company or its representative may render me liable to dismissal without notice.

By signing this declaration, I agree that I have provided complete and true information in support of the application and that I understand that knowingly making a false statement for this purpose is a criminal offence.

**DATA PROTECTION ACT 2018**

The Company will use the information you have given on your application form (together with any information which we obtain with your consent from third parties) for assessing your suitability for employment. It may be necessary to disclose your information to our agents and other service providers. By returning this form to the Company you consent to our processing personal data about you where this is necessary, for example information about your credit status, ethnic origin or criminal offences. You also consent to the transfer of your information to your current and future potential employers where this is necessary (this may be to companies operating abroad if you apply for work outside of the United Kingdom). Your information will be held on our computer database and/or in our paper filing systems. By signing below you agree to this process and confirm that you do not have a criminal record subject to the current Rehabilitation of Offenders Act and any amendments. You have the right to apply for a copy of your information (for which we may charge a small fee) and to have any inaccuracies corrected.

**CRIMINAL BACKGROUND CHECK**

You are applying for a position of trust and in the event of being offered employment by the company we may apply for a criminal background check. However, having a criminal record does not necessarily bar you from employment. For more information ask a member of staff for a copy of the appropriate criminal record body code of practice and/or our company policy statement regarding ex-offenders. Criminal record information is treated in a sensitive way and is restricted to those who need to see it to make a recruitment decision. By signing this document, upon request you agree to provide a copy of the criminal record certificates. The criminal background information is not retained. By signing below you agree to this process.

**SCREENING**

The applicant consents to being screened in accordance with BS 7858 and will provide information as required. Any offer of employment is subject satisfactory screening and the applicant acknowledges that any false statements or omissions could lead to termination of employment.

PRINT NAME

SIGN

DATE

I AUTHORISE SECURITY AND SURVEILLANCE UK LTD TO APPROACH MY PRESENT EMPLOYER.

PRINT NAME

SIGN

DATE

**OFFICE USE ONLY**

|                           |       |          |        |        |       |
|---------------------------|-------|----------|--------|--------|-------|
| Interview Date(s)         |       |          |        |        |       |
| Interviewees              |       |          |        |        |       |
| Available to Start Date   |       |          |        |        |       |
| Unavailable to Work       |       |          |        |        |       |
| Holidays Booked           |       |          |        |        |       |
| Suitable Assignments      |       |          |        |        |       |
| Preferred Amount of Hours |       |          |        |        |       |
| Uniform Sizes             | Shirt | Trousers | Jacket | Hi-Viz | Shoes |
| Comments                  |       |          |        |        |       |