

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 T. 016044490500

SIA LICENCE DETAILS		
LICENCE TYPE	LICENCE NUMBER	EXPIRY DATE

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

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

PERSONAL REFERENCES (please give details of 2 people who you are not related to and have known you for the 2 years immediately prior to the date of completion of this application form. Previous employers cannot be used as personal references or persons residing at the same address as the applicant)	
NAME	NAME
ADDRESS	ADDRESS
POSTCODE	POSTCODE
PHONE NUMBERS	PHONE NUMBERS
RELATIONSHIP TO YOU	RELATIONSHIP TO YOU
HOW LONG KNOWN	HOW LONG KNOWN

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 CONTACT NAME ADDRESS PHONE NUMBERS EMAIL				
ORGANISATION NAME CONTACT NAME ADDRESS PHONE NUMBERS EMAIL				
ORGANISATION NAME CONTACT NAME ADDRESS PHONE NUMBERS EMAIL				
ORGANISATION NAME CONTACT NAME ADDRESS PHONE NUMBERS EMAIL				
ORGANISATION NAME CONTACT NAME ADDRESS PHONE NUMBERS EMAIL				
ORGANISATION NAME CONTACT NAME ADDRESS PHONE NUMBERS EMAIL				
ORGANISATION NAME CONTACT NAME ADDRESS PHONE NUMBERS EMAIL				

ADDITIONAL INFORMATION

--

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

I certify that to the best of my knowledge, the information that I have given in my application for employment is true and complete and understand that any false statement or omission to the Company or its representatives may render lead to termination of employment without notice. 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 authorize the Company or its agents to approach Government agencies, former employers, educational establishments, criminal justice agencies and personal referees for information relating to and verification of my employment/unemployment record. I consent to the Company's reasonable processing of any personal information obtained for the purposes of establishing my medical condition and future fitness to perform my duties. I accept that I may be required to undergo a medical examination where requested by the Company. Subject to the Access to Medical Reports Act 1988, I consent to the results of such examinations to be given to the Company and authorize the Company to make a consumer information search with a credit reference agency, which will keep a record of that search and may share that information with other credit reference agencies. I further declare that any documents that I provide as proof of my identity, proof of address, proof of right to work and any other documents that I provide are genuine and give my consent for these documents to be examined under a UV scanner or similar device. I acknowledge that any falsified documents may be reported to the appropriate authority.

DATA PROTECTION ACT 1998

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.

DISCLOSURE

You are applying for a position of trust and in the event of being offered employment by the Company we may apply for a Disclosure. 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 CRB Code of Practice/Disclosure Scotland and/or Company our policy statement regarding ex-offenders. Disclosure 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 you allow the Company to see a copy of the Disclosure. The Disclosure information is not retained i.e. it is disposed of within the timescales recommended in the CRB Code of Practice. By signing below you agree to this process.

SCREENING

Any offer of employment is subject to satisfactory screening, that the applicant consents to being screened and will provide information as required. That the information provided is correct, 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					