



**Dear**

**Please complete the application form and attach the following.**

- 1. copy of passport including Visa page**
- 2. copy of SIA badge**
- 3. 2 photograph**
- 4. proof of address**
- 5. copy of academic record**
- 6. DVLA [copy if any]**
- 7. Copy of NI Card**

**Thanks**

**Manager**



*Employment Application*



**Candidate Name:** \_\_\_\_\_

**National Insurance No:** \_\_\_\_\_

**S.I.A. licence Number:** \_\_\_\_\_ **Expires on:**    /    /    .

**Providing false information with the aim of securing employment could lead to charges of obtaining pecuniary reward by deception Theft Act 1968 - section 16.**



**PLEASE COMPLETE ALL SECTIONS IN CAPITAL LETTERS**

**Personal Details**

Mr/Mrs/Miss/Ms(Or other title).....Surname.....

Forenames.....

Previous Surname (Changed by marriage, deed poll etc.).....

Date Name changed and reason...../...../.....

Present Address.....

.....

.....Postcode.....

Previous Address if less than 3 years Address.....

.....

.....Postcode.....

Home Phone No..... Work Phone No.....

Mobile Phone No.....e-mail address.....

**Are you subject to Immigration control YES / NO**

**If yes do you have unrestricted entitlement to take up employment within the UK YES / NO**

**Do you have student visa YES / NO**

**Date of entry (or re-entry) into the UK...../...../.....**

Height.....Weight.....Colour of Eyes.....Colour of Hair.....

Distinguishing marks or scars.....

Nat. Ins. No..... Marital Status Married / Single /Divorced/Separated

Next of Kin.....Relationship.....

Contact Numbers.....



Number of Dependants..... Ages.....

Do you own a car/motor cycle? Make..... Model..... Registration No.....

Do you hold a current full UK driving licence? YES NO Number.....

Date of Issue..... Give details of endorsements below:

**Partner/Wife/Husband Details**

Mr/Mrs/Miss/Ms(Or other title).....Surname.....

Forenames.....

Previous Surname (Changed by marriage, deed poll etc.).....

Date Name changed and reason...../...../.....

Present Address.....

.....

.....Postcode.....

Previous Address if less than 3 years Address.....

.....

.....Postcode.....

...

Home Phone No..... Work Phone No..... Extension.....

Mobile Phone No..... e-mail address.....

Are they subject to Immigration control YES NO

Date of entry (or re-entry) into the UK...../...../.....

Nat. Ins. No..... Marital Status Married / Single /Divorced/Separated

Number of children..... Ages..... Do they live with you Yes/No



**Subject to the Rehabilitation of Offenders Act please answer the following questions:**

Please circle correct answer:

Have you ever been cautioned by the Police? YES NO

Have you ever been prosecuted for a criminal offence or are there any prosecutions pending? YES NO

Have you ever been prosecuted for a motoring offence or are there any prosecutions pending? YES NO

Have you ever been a party to an action in any court or tribunal? YES NO

Have you ever been declared bankrupt or made a deed by arrangement? YES NO

Have any orders been made against you by a Civil or military Court or Public Authority YES NO

**If the answer to any of the above questions is 'YES', give full details below:**



## EMPLOYMENT/UNEMPLOYMENT HISTORY FOR 5 YEARS.

- For each previous employer please provide the information requested below.
- If you have been unemployed, please supply details of the unemployment benefit office and dates that dealt with your claim & any reference number you may have.
- Please do not leave gaps in dates – we must have a continuous record for the last FIVE years.
- Any gaps in history will result in a delay in processing your application
- Please include full school & college details if attended within the last FIVE years.
- Please continue on a separate sheet if necessary.

Ref No.	Employers Full Name, Address & Telephone / Fax numbers/e-mail Or Unemployment Office/Job Centre/DSS Office	Position Held Salary	Start Date	Leaving Date	Reason for Leaving
Most Recent Employment					
2.					
3.					



4.					
5.					
Ref No.	Employers Full Name, Address & Telephone / Fax numbers/e-mail Or Unemployment Office/Job Centre/DSS Office	Position Held Salary	Start Date	Leaving Date	Reason for Leaving
7.					
8.					
9.					
10.					
11.					







Name, Address & Fax/Phone of University/College  Course Taken.....	From                      To   	Standard or results/ certificate number/reference number
Name, Address & Fax/Phone of University/College  Course Taken.....	From                      To Date	Standard or results/ certificate number/reference number

**PLEASE CONTINUE ON A SEPARATE SHEET IF NECESSARY**

**SELF EMPLOYMENT:**

If you have been self employed for any period, please give name, nature and address of your business and two business referees Accountant/Solicitor only (not included under personal referees) whom we can approach to confirm the periods stated.

**Please note the following must be supplied for each period of self-employment please continue on a separate piece of paper if necessary.**

Name and address of Business

.....  
.....  
.....  
.....  
.....

Nature of Business

.....  
.....  
.....  
.....

From..... To.....

Referee 1: Name and Address

.....  
.....  
.....  
.....  
.....

Profession.....

Referee 2: Name and Address

.....  
.....  
.....  
.....  
.....

Profession.....



**PERSONAL REFEREES:**

These must be persons who have known you continuously for at least five years and can vouch for your good character – they may not be a previous employer or relative.

Referee 1: Name and Address

.....  
.....  
.....  
.....

Postcode.....

Tel.....

Profession.....

How long known.....

Referee 2: Name and Address

.....  
.....  
.....  
.....

Postcode.....

Tel.....

Profession.....

How long known.....

**SCREENING & VETTING DECLARATIONS:**

*I certify that to the best of my knowledge, the information that I have given by me in this application is true and complete to the best of my knowledge and belief. I understand that*



*any false statement or omission may render me liable to prosecution or dismissal without notice. I fully understand the consequences which may arise as a result of knowingly making a false declaration to gain employment or pecuniary advantage. (Theft Act 1968 Section 16). I accept that I may be required to undergo a medical examination where requested by the Company and I consent to the results of such examination being given to a Company Director. I further understand that a credit agency check may be carried out on me and I give my consent to this.*

*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 to approach Government agencies, former employers and personal referees for verification of my employment/unemployment record.*

### **DISCLOSURE:**

*You may be employed in a position of trust by a company or one of its subsidiary companies we may have to apply for a Disclosure from the Criminal Records Bureau. However, having a criminal record does not necessarily bar you from employment. If you wish to obtain more information please ask The Company Personnel Department for their Code of Practice or their 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. 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.*

### **DATA PROTECTION ACT 1998:**

We will use the information you have given on this form (together with any information which we obtain with your consent from third parties) for assessing your suitability for employment within certain contracts managed by your employers. It may be necessary to disclose your information to our agents and other service providers.

By returning this form to us you consent to our processing sensitive personal data about you where this is necessary, for example information about your past employment, finances, ethnic origin or criminal offences. You also consent to the transfer of your information to your employers where this is necessary.



Your information will be held on our computer database and in our paper filing systems. 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.

Signature of Applicant.....Date.....

PRINT NAME.....

Signature of Witness.....Date.....

Position within Company/Relationship to Applicant.....