**APPLICATION FOR EMPLOYMENT**

|  |  |
| --- | --- |
| **Please answer all questions using BLOCK CAPITALS.**  |  **If any entry is inapplicable insert “NO” or “N/A”**  |
| ***Please Tick (******) appropriate boxes*:****For Office Use Only****Start Date.................................................... SIA Licence o......................................................................................** | **A Complete 5 Year History Is Required by BS 7858:2015** |

1. **PERSONAL INFORMATION please bring Birth/Naturalisation Cert. /Work Permit to interview**

**[Copy taken**]

Mr [ ] Mrs [ ] Miss [ ] Ms [ ]: Surname.......................................................................................................

All Forenames:..................................................................................................................................................

**Please Bring Marriage Cert. /Evidence to interview** [copy taken]

Previous Surname (including Maiden name):...................................................................................................

Address:............................................................................................................................................................

.................................Postcode: ………..............How long have you lived at this address: : ………….............

Telephone No. Home: ..............................................................Mobile................................................................

Date of Birth: ..... ……………... Place of Birth: …………………....................Nationality: …………….…..........

If not born in UK, state where: .........................................................................................................................

Date & Place of Entry: ......................................................................................Work Permit: **Yes** [ ] **No** [ ]

Email ID: …………………………………………………………………………………………………………………

Marital Status: Married [ ] Single [ ] Divorced [ ] Separated [ ] Widowed [ ]

Name and Address of Next Of Kin:.....................................................................................................................

Relation:……………….. …………Tel no:……….………………………………………………………………........

Do you require full time or part time work? Full time [ ] Part Time [ ] either [ ]

1. **BACKGROUND INFORMATION Please Bring Driving Licence to your interview**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

National Insurance No:

Do you hold a current and valid SIA licence? (Please circle) Yes or NO

SIA Licence Number …………………………………………………………………………………………

Do you hold a full UK Car Driving Licence: **Yes** [ ] **No** [ ] Licence No: ………………..... **[Copy taken]**

Do you own your own transport: **Yes** [ ] **No** [ ] Do you have any motoring offences: **Yes** [ ] **No** [ ]

If yes please give details:

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

Please continue on separate sheet if necessary.

**3. SECURITY TRAINING Please bring certificates to your interview** [copy taken]

SIA approved training: **Yes** [ ] **No** [ ] If yes, Cert. No: ......................................................................................

Where trained.......................................................................................................................................................

Do you hold a First Aid Certificate under the Health & Safety at Work Act? **Yes** [ ] **No** [ ] Expiry Date:

**4. EDUCATION Please bring certificates to your interview**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of School/College etc.  | Address  | From  | To  | Examinations Passed  |
|  |  |  |  |  |
|  |  |  |  |  |

Are you a student at present **Yes** [ ] **No** [ ]

**5**. **SERVICE RECORD Please bring certificates to your interview [copy taken]**

Did you serve in: Royal Navy [ ] Army [ ] R.A.F. [ ] Police [ ] Fire Service [ ] Merchant Navy [ ]

Dates From: ...................To: ................ Rank Attained: ...........................Conduct Rating……………..

Reason for Leaving.............................................................Are you liable for recall: **Yes** [ ] **No** [ ]

Are you a member of any RESERVE involving Annual Training: **Yes** [ ] **No** [ ]

**6. EMPLOYMENT RECORD Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Your application will not be considered if this section is not fully completed)**

Please how **ALL** periods of **employment** and **unemployment** covering the last **TEN YEARS** give

Reasons for gaps between employment periods. (Please show current/most recent employment first)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Dates****(Month &****Year)** | **Name & Address****of Employer or****Unemployment Office** **(including Postcode)** | **Telephone****No. &****Contact** | **Job Title and for Reason****Office Use Only****Leaving** | **date &****contact** | **from/to** | **init** |
| **1 From** |  |  | **Job**  |  |  |  |
|  |  |  |  |  |
| **To** |  |  | **Reason**  |  |  |  |
|  |  |  |  |  |
| **2 From** |  |  | **Job**  |  |  |  |
|  |  |  |  |  |
| **To** |  |  | **Reason** |  |  |  |
|  |  |  |  |  |
| **3 From** |  |  | **Job** |  |  |  |
|  |  |  |  |  |
| **To** |  |  | **Reason** |  |  |  |
| **Postcode** |  |  |  |  |
| **4 From** |  |  | **Job** |  |  |  |
|  |  |  |  |  |
| **To** |  |  | **Reason** |  |  |  |
| **Postcode** |  |  |  |  |
| **5 From** |  |  | **Job** |  |  |  |
|  |  |  |  |  |

 Please continue on separate sheet if required Yes [ ]

**EMPLOYMENT RECORD Continued Name**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Continue on further sheet if required yes [ ]

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Dates****(Month &****Year)** | **Name & Address****of Employer or****Unemployment Office****(including Postcode)** | **Telephone****No. &****Contact** | **Job Title and for Reason****Leaving** | **Office Use Only****date &****contact** | **from/to** | **init** |
| **6 From** |  |  | **Job** |  |  |  |
|  |  |  |  |  |
| **To** |  |  | **Reason** |  |  |  |
| **Postcode** |  |  |  |  |
| **7 From** |  |  | **Job** |  |  |  |
|  |  |  |  |  |
| **To** |  |  | **Reason** |  |  |  |
| **Postcode** |  |  |  |  |
| **8 From** |  |  | **Job** |  |  |  |
|  |  |  |  |  |
| **To** |  |  | **Reason** |  |  |  |
| **Postcode** |  |  |  |  |

**7. PERSONAL REFERENCES**

Please give the names, addresses and occupations of two persons who have known you for **10 years** and

Who are not related to you to whom reference may be made?

|  |  |
| --- | --- |
| **Name:**  | **Name:**  |
| **Address:**  | **Address: :**  |
|  |  |
|  |  |
| **Postcode:**  | **Tel no: Tel no:**  | **Postcode:**  | **Tel No:**  |
| **Occupation:**  | **Occupation:**  |
| **How long known:**  | **How long known:**  |

**8. BUSINESS & TRADE REFERENCE** **Name**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you have been self-employed, give the names and addresses of two persons, not relatives or referees

|  |  |
| --- | --- |
| **Name:**  | **Name:**  |
| **Address:**  | **Address:**  |
|  |  |
|  |  |
| **Postcode:**  | **Tel no:**  | **Postcode:**  | **Tel No:**  |
| **Occupation:**  | **Occupation:**  |
| **How long known:**  | **How long known:**  |

Above, who can confirm this (e.g. Accountant, Solicitor, Customer Companies with whom traded)?

**9. CRIMINAL/DISMISSAL RECORD**

Have you ever been convicted or cautioned for any criminal offence and are there any pending prosecutions

Or summonses? **Yes** [ ] **No** [ ] If yes, please give details below.

|  |  |  |
| --- | --- | --- |
| **Date**  | **Offence (indicate Conviction/Caution/Pending/Bankrupt/Debt)**  | **Sentence**  |
|  |  |  |
|  |  |  |

Have you ever been declared bankrupt and do you have any outstanding court judgements for debt?

**Yes** [ ] **No** [ ] If yes, please give details below.

|  |  |  |
| --- | --- | --- |
| **Date**  | **Offence (indicate Conviction/Caution/Pending/Bankrupt/Debt)**  | **Sentence**  |
|  |  |  |
|  |  |  |

Please continue on separate sheet if required yes [ ]

Have you ever been dismissed for misconduct by an employer? **Yes** [ ] **No** [ ] If yes give details & dates:

|  |  |  |
| --- | --- | --- |
| **Date**  | **Offence (indicate Conviction/Caution/Pending/Bankrupt/Debt)**  | **Sentence**  |
|  |  |  |
|  |  |  |

**10. DECLARATION**

I understand that my employment is subject to satisfactory vetting and references in accordance with BS7858:2012.

I undertake to co-operate with M-Security Services in providing additional information required to meet these

Criteria. I authorise M-Security Services and/or its nominated agent to approach previous employers, Schools/

Colleges, character references or government agencies to verify that the information I have provided is correct.

I authorise M-Security Services 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 understand that some of the information I have provided in this application will be held on computer and some or

 All will be held in manual records in accordance with the Data Protection Act 1998. I am aware that the Company

 Is registered with the Information Commissioners Office for Data Protection purposes. I am aware of the following

Eight Data Protection Principles

 **1.** Personal data shall be processed fairly and lawfully and in particular, shall not be processed unless

(a) At least one of the conditions in schedule 2 of the Act is met and

(b) In the case of sensitive personal data, at least one of the conditions in schedule 3 is also met.

 **2.** Personal data shall be obtained for only one or more specified and lawful purposes, and shall

Not be further processed in any manner incompatible with that purpose or those purposes

1. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes

For which they are processed.

 **4.** Personal data shall be accurate and, where necessary, kept up to date.

 **5.** Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for

That purpose or those purposes.

 **6.** Personal data shall be processed in accordance with the rights of data subjects under this Act.

 **7.** Appropriate technical and organisational measures shall be taken against unauthorised or

Unlawful processing of personal data and against accidental loss or destruction of, or damage to,

Personal data.8. Personal data shall not be transferred to a country or territory outside the

European Economic area unless that country or territory ensures an adequate level of protection for

The rights and freedoms of data subjects in relation to the processing of personal data.

I consent to the Company’s reasonable processing of any sensitive personal information obtained for the

Purposes required 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 Records Act 1988, I consent to the results of such examinations to be given to 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 hereby declare that the information I have provided is current and truthful and that any false statements on this

Application Form shall be considered cause for dismissal.

I hereby certify that I have completed this Application Form myself and that I have read and understood and agree

To abide by the above declaration.

Signature of applicant: .............................................................. Date: ..........................................................

May we approach your present employer for references immediately **Yes** [ ] **No** [ ]

|  |
| --- |
| **For Office Use Only**  |
| **Interviewed by(Sig/Init):**  | **Interview Date/Time:**  | **Place:**  |
| **Interview Notes & Recommendation:**  |

(Note: your present employer will not be approached without your permission.)