

Please return to:

Burnhill Business Centre  
Kingfisher House  
Elmfield Road  
Bromley  
Kent.  
BR1 1LT



An equal  
opportunities  
employer

# Specialist Security (UK) Ltd

CONFIDENTIAL

## Application for Employment as:

### PERSONAL DETAILS

SURNAME: \_\_\_\_\_ TITLE: Mr/Mrs/Ms/Miss  
(Delete as applicable)

FORENAME(s): \_\_\_\_\_

OTHER SURNAMES, DATE AND REASON FOR CHANGE: \_\_\_\_\_

ADDRESS & POSTCODE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ TIME AT ADDRESS: \_\_\_\_\_

PREVIOUS ADDRESS & POSTCODE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ TIME AT ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER(s): \_\_\_\_\_

DATE OF BIRTH: \_\_ / \_\_ / \_\_ NATIONAL INSURANCE NO: \_\_\_\_\_

SIA LICENCE NO: \_\_\_\_\_ LICENCE TYPE: \_\_\_\_\_

FULL UK DRIVING LICENCE HELD? Y/N OWN TRANSPORT FOR WORK? Y/N

NATIONALITY \_\_\_\_\_ PERMITTED TO WORK IN UK? Y/N

DATE AND PLACE OF ENTRY INTO THE UK \_\_\_\_\_

WORK PERMIT EXPIRY DATE \_\_\_\_\_

### OUTSIDE INTERESTS/ HOBBIES

\_\_\_\_\_

\_\_\_\_\_

### OFFENCES, AND CONVICTIONS

Have you ever been convicted of any civil/  
military or criminal offence? YES / NO  
(Delete as applicable)

Are there any alleged offences or cautions outstanding  
against you? YES / NO  
(Delete as applicable)

If you answered yes to either question, please give details \_\_\_\_\_

\_\_\_\_\_

*N.B. Disclosure is not required where there is a conviction to which the provisions of the Rehabilitation of Offenders Act 1974 apply. Failure to disclose an unspent Conviction is itself a criminal offence.*

## EMPLOYMENT RECORD

*Starting with your present or last employer, give details of your employment history for the last 10 years or since you left full-time education. Include periods of self employment and military service. For any period of unemployment, give the address of the office to which you reported and give dates.*

<b>EMPLOYER DETAILS</b>	<b>EMPLOYMENT DETAILS</b>	<b>DATES</b>	<b>OFFICE USE ONLY</b>
NAME:  ADDRESS:   TEL NO:	POSITION:  WORK NO:  MANAGER:  WAGE:  REASON FOR LEAVING:	FROM:   TO:	
NAME:  ADDRESS:   TEL NO:	POSITION:  WORK NO:  MANAGER:  WAGE:  REASON FOR LEAVING:	FROM:   TO:	
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NAME: ADDRESS: TEL NO:	POSITION: WORK NO: MANAGER: WAGE: REASON FOR LEAVING:	FROM: TO:	

## DECLARATION

**Please read this carefully before signing this application.**

I hereby certify that to the best of my knowledge the details I have given in this application are complete and correct. I understand that to make false statement to the Company or its representative(s) in pursuance of my application will constitute Gross Misconduct which if proven, may result in summary dismissal without notice.

I understand that employment with the Company is subject to satisfactory screening in accordance with BS 7858:2006 and I undertake to co-operate with the Company in providing any additional information required to meet this criteria. I authorise the Company to approach previous employers, school/ colleges, personal referees, and Government Agencies to verify that the information I have provided is correct.

I understand that some of the information I have provided in this application will be held on a computer database and some or all will be held in manual files.

SIGNED: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

**FINANCIAL LIABILITIES**

IN LINE WITH BS7858: 2006, WE ARE REQUIRED TO OBTAIN A CREDIT REFERENCE FOR EACH EMPLOYEE THROUGH A RECOGNISED CREDIT REFERENCE BUREAU. TO AUTHORISE US TO OBTAIN THIS REFERENCE ON YOUR BEHALF USING THE INFORMATION PROVIDED IN THIS FORM, PLEASE SIGN BELOW.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

**EDUCATION**

**SECONDARY EDUCATION RECORD**

School Attended	From	To	Qualifications
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**FURTHER EDUCATION RECORD**

College/ University Attended	From	To	Qualifications
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**REFEREES**

**CHARACTER/ PERSONAL REFEREES (KNOWN AT LEAST 5 YEARS AND NOT A RELATIVE)**

NAME: \_\_\_\_\_ PROFESSION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_ TELEPHONE NO: \_\_\_\_\_

NAME: \_\_\_\_\_ PROFESSION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_ TELEPHONE NO: \_\_\_\_\_

**PROFESSIONAL (ACCOUNTANT / SOLICITOR ETC) REFEREE**

NAME: \_\_\_\_\_ PROFESSION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_ TELEPHONE NO: \_\_\_\_\_

## EQUAL OPPORTUNITIES

**This section is voluntary and will NOT be used in assessing your application.** Specialist Security (UK) Ltd is an equal opportunities employer. If you choose to complete this section it will help us to monitor the effectiveness of our Equal Opportunities Policy. Please tick the appropriate box below.

My ethnic origin is:

African	<input type="checkbox"/>	
Asian	<input type="checkbox"/>	
Caribbean	<input type="checkbox"/>	
White	<input type="checkbox"/>	
Other (please specify)		

### OFFICE USE ONLY

TESTED FOR:	Result	Date	Initials
<i>Vision</i>			
<i>Colour Perception</i>			
<i>Hearing</i>			
<i>Smell</i>			

Document originals checked & copied:	Y/N
Birth Certificate	
Passport	
Visas	
SIA Licence	
Proof of Address	
Other (please specify):	

Areas prepared to work	
Notice Required	
Minimum pay rate offered	
Job Offer	
Holidays booked	
Working restrictions	

<b>Signed:</b> _____	<b>Print Name:</b> _____	<b>Date:</b> _____
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### UNIFORM SIZES

Collar	Waist	Leg	Chest