



Job Application Form

Information: Applications should be completed in **BLOCK CAPITALS** and in **BLACK** ink.

Please check that all the sections have been completed. **If a section does not apply to you endorse this to show not applicable – n/a.**

Applicants who can demonstrate in their applications that they possess the skills, experience and abilities that the post demands, stand the best chance of being short listed and selected for interview.

You can refer to any relevant skills, knowledge and experience you have acquired in paid or unpaid work (that is, outside full-time employment); for example: studying, training, social activities, organising sports, community or voluntary work.

Please ensure that any continuation sheets are headed with the reference number supplied with this form.

References will be followed up if you are offered employment with Region Security Guarding Limited. Furthermore, Region Security Guarding Limited must complete a full five-year work history check, or back to school leaving if less, within twelve weeks of your commencement work.

Section 8 of the 1996 Asylum and Immigration Act make it a criminal offence for an employer to take on a new employee, whose immigration status prevents him or her taking up the post in question. This applies to all types of employment, including part-time temporary and casual arrangements.

Any data about you will be held in completely safe and secure conditions, with access restricted to those involved in dealing with your application and in the selection process. As indicated elsewhere, the data you provide will be used to monitor the effectiveness of Region Security Guarding Limited's equal opportunities policy. We will be unable to process your application unless we can use your personal data in the ways mentioned above. We shall consider that by signing and submitting the application form, you are giving permission to the processing of your data in the ways defined above.

Security Screening/ Vetting

Your possible employment within the security industry is dependent on security screening. This is done following the rules of British Standard 7858.

To ensure that the integrity of each applicant is of suitable standard to work in a position of great trust, we will need to check either for the last five years or back to your completion of full time education if it was less than five years ago.

In completing the application form, you must give as much detail as possible. We will confirm your education and employment history on a continuous month-by-month basis.

We will contact each of your previous employers and educational institutions within the time as stated above.

We will need to contact your current employer before we can complete the 5-year screening. Permission to do so is a condition of the offer or conditional employment. If such permission is withheld this offer will be withdrawn if the security screening is not concluded satisfactorily.

Previous employment should be detailed as follows:

- Date of start and finish of employment months and years.
- Name of line manager and your position within the company at the time of leaving.
- Full name and address of the company.
- Full telephone number of the company.

It is important to detail each job that you have had no matter how short the contract. In the case of working through an agency it is necessary to give only the agency name, address and contact.

In the case of unemployment or gaps in employment: Where you have registered with an employment service office, fill in the appropriate form. You will find this attached to your application form. Where you have been, unemployed and have not registered with an employment service office, please nominate a character referee who is not related to you and can verify by knowing you at the time that you were unemployed for the dates shown. Please supply name, address and telephone number. You must seek permission from the character referees sought, as we will write/telephone them to confirm the information you have supplied.

Previous education should be detailed as follows:

- Name, full address and telephone number of school/college/university.
- Date of start and finish of
- The qualifications you gained.



REGION SECURITY GUARDING

VETTING FROM: / /

VETTED BY:
(12/16 weeks from the above date) / /

PLEASE AFFIX PHOTOGRAPH

S.I.A. LICENCE NUMBER.....

EMPLOYMENT AS: **SECURITY OFFICER/PERSONNEL**

CONFIDENTIAL WHEN COMPLETED

PLEASE ANSWER ALL QUESTIONS USING BLOCK CAPITALS

1. PERSONAL INFORMATION, HOW DID YOU FIND THE VACANCY, LOCAL JOB CENTRE, PRESS, INTERNET, STAFF ALREADY WORKING FOR PLEASE CIRCLE.

SURNAME:

FIRST NAMES;

CURRENT ADDRESS:

TELEPHONE:

MOBILE NO:

PREVIOUS ADDRESS IF LESS THAN 3 YEARS AT ABOVE,

CURRENT DRIVING LICENCE: NO;

CAR OWNER: NATIONAL INSURANCE No

YES		NO		(delete)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. BANK DETAILS (complete at interview)

BANK ACCOUNT NUMBER..... SORT CODE.....

NAME OF BANK..... NAME OF ACCOUNT HOLDER.....

PLACE OF BIRTH: IN THE UK

IF BORN OUTSIDE THE UK:

MARITAL STATUS:

MARRIED	DIVORCED	SINGLE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DATE OF BIRTH:

<input type="text"/>	AGE
<input type="text"/>	<input type="text"/>

HEIGHT:

WEIGHT:

COLOUR OF EYES:

3. PERSON/NEXT OF KIN TO BE CONTACTED IN ANY EMERGENCY:

NAME:

RELATIONSHIP: PARENT/WIFE/PARTNER

Telephone number:

4. HAVE YOU EVER APPEARED BEFORE A COURT CHARGED WITH A CRIMINAL, CIVIL OR MILITARY OFFENCE AND BEEN CONVICTED INCLUDING ANY MOTORING OFFENCES HAVE YOU ANY ALLEGED OFFENCES OUTSTANDING.

<p style="text-align: center;">YES NO</p>	<p>IF YES, GIVE DETAILS:</p>
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5. PERSONAL REFEREES

PLEASE GIVE DETAILS OF ONE PERSON, OTHER THAN FAMILY WHO HAS KNOWN YOU FOR AT LEAST 2 YEARS OUT OF THE LAST 5 YEARS WHO WE CAN APPROACH FOR A REFERENCE:

<p>Name:</p> <p>Address:</p> <p>Period Known:</p>				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; padding: 2px;">TEL NO:</td> <td style="padding: 2px;"></td> </tr> </table>	TEL NO:			
TEL NO:				

6. PERSONAL HISTORY (PART A)

THE SECURITY SCREENING PROCESS REQUIRES THAT WE ARE ABLE TO VERIFY YOUR PERSONAL HISTORY FOR A PERIOD OF TEN OR FIVE YEARS OR TO DATE OF LEAVING SCHOOL. PLEASE GIVE DETAILS OF YOUR PERSONAL HISTORY, IDENTIFY IN THE SPACE PROVIDED ALL PERIODS OF EMPLOYMENT SELF EMPLOYMENT, REGISTERED OR UNREGISTERED UNEMPLOYMENT (STATE THE UNEMPLOYMENT OFFICE WHICH YOU REPORTED TO), MILITARY SERVICE. BE SURE TO GIVE FULL ADDRESSES INCLUDING, TELEPHONE NUMBERS AND DATES.

EMPLOYERS NAME, ADDRESS	NAME OF THE PERSON YOU REPORTED TO.	POSITION YOU HELD	EMPLOYMENT DATES INCLUDE MONTHS	REASON FOR LEAVING	
TELE No:			FROM / / TO / /		1
TELE No:			FROM / / TO / /		2
TELE No:			FROM / / TO / /		3
TELE No:			FROM / / TO / /		4
TELE No:			FROM / / TO / /		5
TELE No:			FROM / / TO / /		6

EMPLOYERS FULL NAME, ADDRESS	NAME OF THE PERSON YOU REPORTED TO.	POSITION YOU HELD	EMPLOYMENT DATES INCLUDE MONTHS	REASON FOR LEAVING	
TELE No:			FROM ____/____/____ TO ____/____/____		7
TELE No:			FROM ____/____/____ TO ____/____/____		8
TELE No:			FROM ____/____/____ TO ____/____/____		9
TELE No:			FROM ____/____/____ TO ____/____/____		10
TELE No:			FROM ____/____/____ TO ____/____/____		11
TELE No:			FROM ____/____/____ TO ____/____/____		12

7. PERSONAL HISTORY (PART B)

IN THE CASE OF PERIODS OF SELF-EMPLOYMENT PLEASE GIVE NAMES AND ADDRESSES OF SOMEONE WHO CAN CONFIRM YOU'RE DETAILS (ie; BOOK KEEPER, ACCOUNTANT, and OR SOLICITOR).

<p>HAVE YOU BEEN MADE BANKRUPT? YES/NO (please specify)</p>	<p>DO YOU HAVE ANY COUNTY COURT JUDGEMENTS? YES/NO</p>
<p>DO YOU OBJECT TO THE COMPANY CONTACTING A CREDIT AGENCY WITH REFERENCE TO YOURSELF? YES/NO</p>	

8. DETAILS OF WHEN YOU LEFT SCHOOL & IF YOU ATTENDED COLLEGE IN THE LAST 10 YEARS

SCHOOL NAME: (secondary only)	TOWN/CITY:	DATE YOU LEFT SCHOOL:	COLLEGE & DATES:

Employees working on night duties may be required to undertake a medical, for further information contact head office

READ THIS SECTION CAREFULLY BEFORE YOU SIGN THE STATEMENT

1. IF OFFERED EMPLOYMENT IT WILL BE INITIALLY FOR A PROBATIONARY PERIOD OF 16 WEEKS. AFTER A PERIOD OF 12 WEEKS FROM START DATE FOR SCREENING:
2. DURING THE PROBATIONARY PERIOD YOUR CONTRACT OF EMPLOYMENT MAY BE TERMINABLE BY THE "COMPANY" BY NO LESS THAN 24 HOURS NOTICE IN WRITING. THIS APPLIES TO SCREENING PERIOD ALSO.
3. CONTINUED EMPLOYMENT IS CONDITIONAL UPON SATISFACTORY SCREENING, MEDICAL AND GENERAL PERFORMANCE.

STATEMENT TO BE SIGNED BY APPLICANT

I _____ CERTIFY THAT TO THE BEST OF MY KNOWLEDGE, THE INFORMATION I HAVE GIVEN IS COMPLETE AND CORRECT, AND I UNDERSTAND THAT MISREPRESENTATION OF FACTS IS GROUNDS FOR IMMEDIATE DISMISSAL AND RENDERS ME LIABLE FOR PROSECUTION.

I AUTHORISE THE COMPANY TO APPROACH ANY GOVERNMENT AGENCIES, FORMER EMPLOYERS, CREDIT AGENCIES AND PERSONAL REFEREES TO VERIFY THE INFORMATION GIVEN, AND WILL SUPPLY A STATUTORY DECLARATION IF REQUIRED (I GIVE PERMISSION FOR MY PRESENT EMPLOYER TO BE APPROACHED). I CONFIRM IF SUCCESSFUL

APPLICANTS SIGNATURE: _____ DATE: _____

FOR OFFICE USE ONLY

<u>ASSOCIATED DOCUMENTS:</u>	<u>SEEN:</u>		<u>DATE:</u>	<u>COPY RETAINED:</u>
	Yes	No		
Birth Certificate/Passport	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
S.I.A. Licence	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Service Record	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Utility Bill/Bank Statement	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

N.B. PHOTOCOPIES OF ONE THE ABOVE DOCUMENTS ARE TO BE INCLUDED WITHIN VETTING PAPERS.

I HAVE CHECKED THE DETAILS OF THIS APPLICATION FORM AND CONFIRM THAT ALL INFORMATION IS CORRECT AT TIME OF INTERVIEW.

PRINT NAME..... SIGN.....
(INTERVIEWER)

Before proceeding with this application form

Notice to all Applicants

REGION SECURITY GUARDING LTD Conforms to the Standard of BS 7858 and as such all applicants must undergo a security screening process.

1. The application must be completed in full.
2. A full 5 year work history (or in the case of a younger applicant a 10 year if the company requires the later for client or insurance reasons.
3. Personal references
4. Proof of I D
5. Proof of address
6. Medical history
7. National Insurance Check
8. Criminal Records Bureau Screening via the S.I.A.

As to enable us to process your application please supply the following in full

1. Full names, addresses and telephone numbers of previous employers
2. Full names, addresses and telephone numbers of personal references
3. Full details of any unemployment

Please bring the following items to your interview

1. Birth certificate
2. Passport (if held)
3. One recent utility bills
4. Driving licence (if held)
5. One passport size photographs
6. Bank details
7. P45 if you have one

Failure to complete this application form could result in your application being delayed or rejected. Any information supplied that is found to be fraudulent would result in dismissal or in some cases legal action being taken.

Before proceeding with this application

1. Do you agree to a S.I.A. Criminal record check being carried out? **YES/NO**
2. Do you fully understand the potential consequences? **YES/NO**
3. Do you agree to a credit check taken via a credit agency regards to yourself **YES/NO?**
4. Do you understand that you can withdraw this consent at any time? **YES/NO**
5. Has a copy of the data protection policy been made available to you (Pol 00)? **YES/NO**
6. Has a copy of the GDPR Manual been made available to you? **YES/NO?**

Print Name _____

Signature _____

Date _____