

Contract Security (UK) Ltd  
1 & 2 The Office,  
Pledgdon Hall Farm, Henham,  
Essex, CM22 6BJ

Phone: 0203 974 5296  
Fax: 01279 351193  
Email: [info@contractsecurityuk.co.uk](mailto:info@contractsecurityuk.co.uk)  
[www.contractsecurityuk.co.uk](http://www.contractsecurityuk.co.uk)



CONTRACT SECURITY UK

## APPLICATION FOR EMPLOYMENT FORM

This application form, when completed, contains the basic information from which a candidate is assessed. Please ensure your complete all applicable sections in BLOCK CAPITALS, in your own handwriting and in black ink.

### PERSONAL DETAILS & POSITION APPLIED FOR

To be completed by all applicants

Date			
Position applied for (please state full or part time)			
Surname		Forenames	
Surname at birth		N.I. Number:	
Address			
		Tel Number:	
Email Address		Mobile Number:	
Post Code			
Nationality		Place of Birth	
Not an EEC Citizen:	Visa No:	Type:	Expiry Date:
Next of kin (Name, Address & Tel No.)			
Do you own a car Yes / No		Do you hold a driving licence Yes / No / Provisional	
What class of DL Car / Motorcycle		Details of current endorsements	
Please provide all other addresses & telephone nos. for the past 5 years:			
Postcode:		Postcode: Continue Overleaf	

Please  
attach  
a recent  
passport  
size  
photograph

### EDUCATION To be completed by all applicants

Give full address and 'phone no if attended in the last 5 years:

Secondary school attended:	From	To	Subjects taken	Level	Grade	Mnth / Yr

## EDUCATION CONTINUED

To be completed by all applicants

College / University attended:	From	To	Subjects Taken	Level	Grade	Month / Year

## SERVICE RECORD

To be completed by all applicants

Have you served in any of the below?:

**Army** ☐ **Royal Navy** ☐ **RAF** ☐ **Police Service** ☐ **Fire Service** ☐ **Merchant Navy** ☐

Regiment or Unit:

From: / / To: / /

Rank attained:

Service No:

Conduct record:

Are you liable for call up? Yes ☐ No ☐Are you a member of any reserve involving training? Yes ☐ No ☐**Note - You will be required to produce your discharge book or discharge certificate.**

## PERSONAL REFERENCES

To be completed by all applicants

Please give details of **two** people, other than family and employees of Contract Security UK Limited, who have known you well for a minimum of **FIVE** years, who we may approach for references

Full Name:

Full Name:

Address:

Address:

Postcode:

Postcode:

Occupation:

Occupation:

Period Known:

Period Known:

Telephone Number:

Telephone Number:

## QUALIFICATIONS IN SECURITY

To be completed by all applicants

City &amp; Guilds

Level / Grade:

Pass Date / /

NVQ / SQV

Level / Grade:

Pass Date / /

Professional membership and qualification:

Do you hold a SIA license? Yes ☐ No ☐

No.:

Expiry Date / /

Do you hold a certificate for First Aid? Yes ☐ No ☐

No.:

Expiry Date / /

## BACKGROUND INFORMATION

To be completed by all applicants

Have you ever been cautioned, charged or summoned for a Criminal Offence?

Yes ☐ No ☐

Do you have any criminal allegations outstanding against you?

Yes ☐ No ☐

Have you any outstanding attachments of earnings or County Court Judgements?

Yes ☐ No ☐

Do you have any pending County Court actions?

Yes ☐ No ☐

Are you currently declared bankrupt / insolvent?

Yes ☐ No ☐

If you have answered yes to any of the above, please provide full details:

How much time have you taken off sick over the past 2 years?

**HEALTH** . Please tell us of any health problems you have which may affect your ability to perform certain duties required by the position you have applied for safely (state NONE if there are none):

# PERSONAL HISTORY

To be completed by all applicants (Employment, Unemployment, Full Time Education)  
A minimum of 10 years history with NO GAPS, is mandatory

Date (Month / Year)	Employer, Job Centre, etc.	Details
From:	Name: Address:	Position held:
		Works No. reporting to
		Last Salary / Wage per month:
To:	Postcode:	Telephone No:
From:	Name: Address:	Position held:
		Works No. reporting to
		Last Salary / Wage per month:
To:	Postcode:	Telephone No:
From:	Name: Address:	Position held:
		Works No. reporting to
		Last Salary / Wage per month:
To:	Postcode:	Telephone No:
From:	Name: Address:	Position held:
		Works No. reporting to
		Last Salary / Wage per month:
To:	Postcode:	Telephone No:
From:	Name: Address:	Position held:
		Works No. reporting to
		Last Salary / Wage per month:
To:	Postcode:	Telephone No:
From:	Name: Address:	Position held:
		Works No. reporting to
		Last Salary / Wage per month:
To:	Postcode:	Telephone No:
From:	Name: Address:	Position held:
		Works No. reporting to
		Last Salary / Wage per month:
To:	Postcode:	Telephone No:
From:	Name: Address:	Position held:
		Works No. reporting to
		Last Salary / Wage per month:
To:	Postcode:	Telephone No:
From:	Name: Address:	Position held:
		Works No. reporting to
		Last Salary / Wage per month:
To:	Postcode:	Telephone No:

**In the case of self employment, please give trade references, or  
the name and address of two referees who can confirm details  
(e.g ACCOUNTANT, SOLICITOR or COMPANIES with whom you traded).**

Name: Address:	Name: Address:
Postcode:	Postcode:
Telephone No:	Telephone No:

## DISCRIMINATION

Contract Security does not discriminate regardless of religion, ethnicity, sex or other belief. To help us demonstrate non-discrimination you are invited optionally to state:

Religion: Christian ☐ Muslim ☐ Hindu ☐ Buddhist ☐ Sikh ☐ Other ☐  
(please state)

Ethnicity: East Asian ☐ Indian ☐ West Asian ☐ African ☐ White ☐ Middle Eastern ☐ Other ☐  
(please state)

## DECLARATION

To be completed by all applicants

Are you aware of any circumstances or characteristics not covered by your previous answers which may affect your suitability for employment.

Yes ☐ No ☐

### Note

All offers of employment may be subject to a satisfactory disclosure from the Criminal Records Bureau in accordance with the Police Act 1997 and Rehabilitation of Offenders Act.

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal. I understand these details will be held in confidence by the Company, in compliance with data protection legislation and as set out in the Company's Employee Privacy Notice. I undertake to notify the Company immediately of any changes to the above details.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness Signature \_\_\_\_\_  
(for CSUK Ltd)

### Interviewers Notes:

### If to be offered employment

Offer Employment for Start Date:	Date of Birth:
Competence Questionnaire Completed:	H and S Training Questionnaire Completed:
Medical Questionnaire Completed:	
Interviewed By:	Date / /
Pre-booked Holidays	

"As part of the vetting process we use an outsourced company Affordable Screening to conduct the vetting as mandated by BS7858. By signing our application form you are giving us permission to share your personal data with them"