CONTRACT SECURITY UK

Contract Security UK Ltd

Employment Application

Applicant Information

Full Name: _____ DOB: _____

Previous name: _____ Place of birth: _____ Nationality: _____

Current Address: _____

_____ Post Code: _____

Time at this address: _____

Next of Kin name and contact details:

Name: _____ Telephone Number: _____ Email Address: _____

PLEASE PROVIDE TWO PASSPORT PHOTOGRAPHS OF YOURSELF

Please state ALL previous addresses & dates (Month & Year) **including postcodes** where you have **lived for the past 5 years**:

	Month / Year		**Month / Year**	
From:	/	To:	/	Address & Postcode:
From:	/	To:	/	Address & Postcode:
From:	/	To:	/	Address & Postcode:
From:	/	To:	/	Address & Postcode:

Home Tel: _____ **Mobile**: _____

NI number: _____ **E-mail**: _____

Position Applied for: _____

Are you a British Citizen? Yes ☐ / No ☐ Are you authorised to work in the UK? Yes ☐ / No ☐

Work restrictions details: Right to work share code:

(To confirm your Right to Work you will need to provide one of the following: A British Passport, Birth or Adoption Certificate, National Identity card, eVisa and share code).

Use the link to check if a document allows right to work in the UK **https://www.gov.uk/legal-right-work-uk**

Are there any alleged offences outstanding against you? Yes ☐ / No ☐

If yes, provide details: _____

Do you hold a valid SIA Licence? Yes ☐ / No ☐ Licence type: SG ☐ DS ☐ CCTV ☐ CP ☐ NFL ☐

Licence number(s): _____ Expiry date: _____

Do you hold a full driving Licence? Yes ☐ / No ☐

Have you been convicted of any driving offences in the last 5 years? Yes ☐ / No ☐

Education

Please provide details of your full-time education in reverse order **if within the last 5 years only**. Please continue on a separate sheet of paper if necessary.

From: _____ To: _____ Course undertaken: _____

Establishment: _____

From: _____ To: _____ Course undertaken: _____

Establishment: _____

Professional References

Please provide the names and address for a professional reference if you have been self-employed.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Starting with your last or present employer, please provide details of your **employment history for the last 5 years**. Please include periods of self-employment, unemployment and military service if applicable. **Please ensure you bring supporting evidence of your employment / unemployment for the last 5 years with you to your interview.**

Company: _____ Phone: _____

Address: _____ Post code: _____

Job Title: _____ Supervisor: _____ E-mail: _____

Responsibilities: _____

From: ____/____ To: ____/____ Reason for Leaving: _____
Month / Year **Month / Year**

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Post code: _____

Job Title: _____ Supervisor: _____ E-mail: _____

Responsibilities: _____

From: ____/____ To: ____/____ Reason for Leaving: _____
Month / Year **Month / Year**

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Post code: _____

Job Title: _____ Supervisor: _____ E-mail: _____

Responsibilities: _____

From: ____/____ To: ____/____ Reason for Leaving: _____
Month / Year **Month / Year**

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Post code: _____

Job Title: _____ Supervisor: _____ E-mail: _____

Responsibilities: _____

From: ____/____ To: ____/____ Reason for Leaving: _____
Month / Year **Month / Year**

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Post code: _____

Job Title: _____ Supervisor: _____ E-mail: _____

Responsibilities: _____

From: ____/____ To: ____/____ Reason for Leaving: _____
Month / Year **Month / Year**

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Post code: _____

Job Title: _____ Supervisor: _____ E-mail: _____

Responsibilities: _____

From: ____/____ To: ____/____ Reason for Leaving: _____
Month / Year **Month / Year**

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Post code: _____

Job Title: _____ Supervisor: _____ E-mail: _____

Responsibilities: _____

From: ____/____ To: ____/____ Reason for Leaving: _____
Month / Year **Month / Year**

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Post code: _____

Job Title: _____ Supervisor: _____ E-mail: _____

Responsibilities: _____

From: ____/____ To: ____/____ Reason for Leaving: _____
Month / Year **Month / Year**

May we contact your previous supervisor for a reference? YES ☐ NO ☐

CONTACT DETAILS

Please return the completed and signed form with 2 x Passport Photographs by post or e-mail to:

Contract Security (UK) Ltd – Thremhall Business Park, The Priory, Start Hill, Bishop's Stortford, Hertfordshire, CM22 7WE.

Phone: 020 3974 5296

Email: info@contractsecurityuk.co.uk

www.contractsecurityuk.co.uk

CS UK NOTES

Authorisation and Compliance

DECLARATIONS

I understand that employment with this company is subject to references and screening in accordance with BS 7858. I confirm that the information I have provided on my application is true and complete to the best of my knowledge. I understand and agree that I will be subject to any or all of the following checks:

- Address check
- Financial probity check which the company will retain on file
- ID verification checks
- Academic/professional qualification check
- Employment history, including any periods of unemployment/self-employment and any gaps
- Criminal background check

I authorise the company or its agents to approach government agencies, former employers, educational establishments, for information relating to and verification of my employment or unemployment history, a consumer information search and ID check with a credit reference agency, which will keep a record of those searches in line with current legislation.

I further declare that any documents that I provide as proof of my identity, proof of address, and any other documents that I provide are genuine and that any falsified documents may be reported to the appropriate authority. I understand that it may be a criminal offence to attempt to obtain employment by deception and that any misrepresentation, omission of a material fact or deception will be cause for immediate withdrawal of any offer of employment.

I accept that I may be required to undergo a medical examination where requested by 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 understand that any false statement or omission to the company or its representatives may render me liable to dismissal without notice. By signing this declaration, I agree that I have provided complete and true information in support of the application.

DATA PROTECTION ACT 2018 & UK General Data Protection Regulation.

Contract Security UK Ltd will use the information you have given on your application from (together with any information which we obtain with your consent from third parties) for assessing your suitability for employment. It may be necessary to disclose your information to our agents and other service providers.

By returning this form to Contract Security UK Ltd you consent to our processing personal data about you where this is necessary, for example information about your credit status, ethnic origin or criminal offences. You also consent to the transfer of your information to your current and future potential employers where this is necessary (this may be to companies operating abroad if you apply for work outside of the United Kingdom). Your information will be held on our computer database and/or in our paper filing systems. By signing below, you agree to this process and confirm that you do not have a criminal record subject to the current Rehabilitation of Offenders Act and any amendments. You have the right to apply for a copy for your information (for which we may charge a small fee) and to have any inaccuracies corrected.

CRIMINAL BACKGROUND CHECK

You are applying for a position of trust and in the event of being offered employment by the company we may apply for a criminal background check. However, having a criminal record does not necessarily bar you from employment. For more information ask a member of staff for a copy of the appropriate criminal record body code of practice and/or our company policy statement regarding ex-offenders. Criminal record information is treated in a sensitive way and is restricted to those who need to see it to make a recruitment decision. By signing this document, upon request you agree to provide a copy of the criminal record certificates. The criminal background information is not retained. By signing below, you agree to this process.

SCREENING

Any offer of employment is subject to satisfactory screening, that the applicant consents to being screened and will provide information as required, that the information provided is correct, and the applicant acknowledges that any false statements or omissions could lead to termination of employment.

Name: _____

Signature: _____ Date: _____