

In addition to your core personal information, please ensure that you are able to provide **ALL** of the required details before you begin to complete your application for employment with SecurePro Ltd. If you are unable/unwilling to provide these details, your application will be rejected immediately.

Please collate all of the following to help you complete the application;

- A valid SIA licence (were applicable) so a colour copy can be taken.
- Acceptable documents to prove your address and identity (please see form 'Acceptable SIA Identification') so a colour copy can be taken
- Five-year address history (without gaps)
- Details of **TWO** personal referees (not previous employers) who have known you for at least 2 years immediately to the date of application and will be available to answer our calls. It might be worth asking these people before hand to ensure they are happy to do this for you.
- Complete employment history for the last five years or back to school. When providing the dates 'from' and 'to' please ensure you include the **DAY, MONTH** and **YEAR**. Failure to provide full dates will mean your application will not proceed. If you have any gaps in your previous employment longer than 31 days, evidence will need to be provided to account for that period. In addition to your previous employers' name, you are required to provide a full postal address, email address and telephone number so the appropriate vetting and screening can be conducted should you be successful with your application.

If you have any questions regarding these guidelines, please do not hesitate to contact us on **01384 378300** Monday – Friday 09:00 – 17:00, alternatively use any of the details listed on our web sites contents page at **www.secure-pro.co.uk**.