

**Please ensure that you read and understand the following before completing this application**

Completing this Application Form accurately is extremely important. The information gathered is to facilitate security screening in accordance to BS 7858:2012 and to determine an individual's suitability for employment in a security environment. Sections such as "Your DOB" are used solely for screening purpose and not for distinguishing your age in relation to potential employment. Missing information or inaccurate addresses/telephone numbers wastes a great deal of time. Unfortunately, due to the vast number of applications we receive, any Applications that are **not** completed properly will be rejected prior to interview.

Please complete this Application for Employment in **BLOCK CAPITALS**

Position applied for: \_\_\_\_\_

### Personal Details

Surname: \_\_\_\_\_ Forename(s): \_\_\_\_\_

Previous names and aliases (if applicable): \_\_\_\_\_

Current Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Resident from: \_\_\_\_/\_\_\_\_/\_\_\_\_ (if less than 5 years please provide previous addresses to cover 5 year period)

Phone Number 1: \_\_\_\_\_ Phone Number 2: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ National Insurance Number: \_\_\_\_\_

Do you have the right to work in the UK? (evidence required where applicable) please circle: YES NO

Do you currently hold a valid SIA Licence (please circle): YES NO if yes, please provide details below

Licence Number: \_\_\_\_\_ Expiry Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Do you hold a Driving Licence? (please circle): YES NO Do you have your own transport? YES NO

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### Next of Kin (to be contacted in case of an emergency)

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Phone Number 1: \_\_\_\_\_ Phone Number 2: \_\_\_\_\_

# Criminal and/or Civil Offences

Have you ever appeared before a court charged with a criminal, civil or military offence and subsequently been convicted? (please circle):    YES    NO    if yes, please provide details below

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Have you ever been convicted of any motoring offences? (please circle):    YES    NO  
if yes, please provide details below

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# Financial

Have you ever been made bankrupt? (please circle):    YES    NO    if yes, please provide details below

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Do you have any County Court Judgments? (please circle):    YES    NO    if yes, please provide details below

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# Personal Referees

Please provide details of **TWO** people, other than family or persons living at the same address who have known you for a **MINIMUM** of **TWO** years within the past **FIVE** years who we can approach for a reference. Please note these **CANNOT** be an ex employer.

1.  
Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Post Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

2.  
Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Post Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

# Employment History

Please provide **FULL** details outlining previous employments and periods of unemployment for the last **FIVE** years, **WITHOUT** gaps. For periods of unemployment, please evidence which benefits, if any, were being claimed and the issuing office. For periods of unemployment which cannot be verified by a third party, additional evidence will be required prior to offer of employment. Continue on a separate sheet if required.

1.

Employer Name: \_\_\_\_\_ Position Held: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Who did you report to?: \_\_\_\_\_

Start Date: \_\_\_/\_\_\_/\_\_\_ Leaving Date: \_\_\_/\_\_\_/\_\_\_ Reason for leaving: \_\_\_\_\_

2.

Employer Name: \_\_\_\_\_ Position Held: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Who did you report to?: \_\_\_\_\_

Start Date: \_\_\_/\_\_\_/\_\_\_ Leaving Date: \_\_\_/\_\_\_/\_\_\_ Reason for leaving: \_\_\_\_\_

3.

Employer Name: \_\_\_\_\_ Position Held: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Who did you report to?: \_\_\_\_\_

Start Date: \_\_\_/\_\_\_/\_\_\_ Leaving Date: \_\_\_/\_\_\_/\_\_\_ Reason for leaving: \_\_\_\_\_

4.

Employer Name: \_\_\_\_\_ Position Held: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Who did you report to?: \_\_\_\_\_

Start Date: \_\_\_/\_\_\_/\_\_\_ Leaving Date: \_\_\_/\_\_\_/\_\_\_ Reason for leaving: \_\_\_\_\_

## Education

Please provide **FULL** details of your education history. This is particularly important for those applicants who are unable to provide five years' employment history due to their age.

School Name: \_\_\_\_\_ Highest Qualification Achieved: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

Start Date: \_\_\_/\_\_\_/\_\_\_ Leaving Date: \_\_\_/\_\_\_/\_\_\_

FE Name: \_\_\_\_\_ Highest Qualification Achieved: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

Start Date: \_\_\_/\_\_\_/\_\_\_ Leaving Date: \_\_\_/\_\_\_/\_\_\_

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## Declaration

Please read the following statement carefully before you sign, if you **DO NOT** agree with the following statement(s) **DO NOT** sign the Application for Employment

I (print name) \_\_\_\_\_ certify, that to the best of my knowledge the information I have provided is complete and correct. I understand that any misrepresentation of facts is grounds for immediate dismissal and renders me liable for prosecution. I authorise SecurePro Ltd to approach any government agencies, current and former employers and personal referees to verify the information I have provided and where required I will supply at statutory declaration. By signing this document, I agree that SecurePro Ltd can carry out any relevant checks via a credit referencing agency to confirm if I am registered on the electoral register, have ever been made bankrupt or if there are any County Court Judgments registered against me.

Under SecurePro Ltd.'s **Confidentiality Agreement** I agree not to disclose any confidential information obtained during or following employment regarding SecurePro Ltd, its clients, employees or any third parties. SecurePro Ltd shall be entitled to apply for an injunction to prevent such disclosures or use to seek any other remedy including, without limitations, the recovery of damages in case of such disclosures or use.

To confirm all details provided as accurate and acceptance of the above statement, please sign below

Applicants Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Application checked and accepted as complete on behalf of SecurePro Ltd by;

Name: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Once this application has been accepted by a company representative, a decision will be made to invite the applicant for interview if they are deemed to be suitable. The completed application along with any supporting documentation, where required, will then be passed over to the companies vetting department who will comprise a file evidencing information in order to comply with BS7858:2012.