



## Application Form

**Position Applied for:**.....

**Attached Documents:**

Signed Application Form	[ ]
Proof of ID	[ ]
Proof of Address	[ ]
Right to Work	[ ]

**Personal Information:**

Title: Mr / Mrs / Miss / Ms (*Circle*) Surname:.....

Forename:..... Surname at Birth:.....  
*(If different from above)*

Address:.....  
 .....

Postcode:..... Place of Birth:.....

Telephone:..... Mobile:.....

Nationality:..... Date and Place of entry into UK:.....

Work Permit:..... National Insurance Number:.....  
*(If applicable)* Passport Number:.....

SIA License Sector:..... SIA License Number:.....

**Person to contact in case of emergency/Next of kin:**

Relationship to next of kin:..... Name:.....

Address:.....  
 .....

..... Postcode:.....

Telephone:..... Mobile:.....

**Driving:**

Type of Driving License: Full / Provisional / None Own Transport: Car / Motorbike / None

License Number:..... Have you ever been disqualified? Yes / No

Any Motoring offences/convictions? Yes / No – If yes, please provide description of your offence/s below.....  
 .....

**Criminal Convictions:**

Have you, ever been fined, cautioned, sentenced to imprisonment or placed on probation for a criminal act (subject to the Rehabilitation of Offenders Act)? **Yes / No**

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

Have you, ever been made bankrupt or have any Court Judgements against you, whether satisfied or not, within the last 6 years? **Yes / No**

Has any order been made against you by a Civil or Military Court or Public Authority? **Yes / No**

If yes to either questions give details .....  
 .....

**Education:**

Type of Institute	Name of Institute	Address of Institute	From	To	Grades
High School					
College					
University					

**Personal References:**

Please provide 2 personal references that you have known for at least 2 years in last 5 years and are not your relatives or former employers or resident on same address.

Name:.....	Name:.....
Address:.....	Address:.....
.....	.....
Tel. No.:.....	Tel. No.:.....
Occupation:.....	Occupation:.....
How long known:.....	How long known.....

**Equal Opportunities:**

*This section is voluntary and will NOT be used in assessing your application. UK Professional Guarding Limited is an equal opportunities employer. If you decide to complete this section it will help us to monitor the effectiveness of our Equal Opportunities Policy. Please tick the appropriate box below.*

My ethnic origin is:

British	
African	
Asian	
Caribbean	
Chinese	
White	
Other	

If other, please specify.....

**Bank Details:**

Bank Name:..... Account Holder Name:.....

Sort Code:..... Account No: .....

**Employment:** State all periods of employment, unemployment and self-employment for the last 5 years or since leaving school. For any periods of unemployment, state the address of the Unemployment Benefit Office at which you reported. Start with present situation.

	Employers Details:	Employment Details:	From:	To:	Reason for leaving:
Name:		Position:			
Address:		Manager:			
Postcode:					
Tel No:		Salary:			
Fax No:					

	Employers Details:	Employment Details:	From:	To:	Reason for leaving:
Name:		Position:			
Address:		Manager:			
Postcode:					
Tel No:		Salary:			
Fax No:					

	Employers Details:	Employment Details:	From:	To:	Reason for leaving:
Name:		Position:			
Address:		Manager:			
Postcode:					
Tel No:		Salary:			
Fax No:					

	Employers Details:	Employment Details:	From:	To:	Reason for leaving:
Name:		Position:			
Address:		Manager:			
Postcode:					
Tel No:		Salary:			
Fax No:					

	Employers Details:	Employment Details:	From:	To:	Reason for leaving:
Name:		Position:			
Address:		Manager:			
Postcode:					
Tel No:		Salary:			
Fax No:					

## **Declarations**

I certify that to the best of my knowledge, the information that I have given in my application for employment is true and complete and understand that any false statement or omission to UK Professional Guarding Limited or its representatives may render lead to termination of employment without notice.

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 authorize UK Professional Guarding Limited or its nominated agents to carry out financial history check /credit check and approach Government agencies, former employers, educational establishments, criminal justice agencies and personal referees for information relating to and verification of my employment/unemployment record.

I consent to UK Professional Guarding Limited reasonable processing of any personal information obtained for the purposes of establishing my medical condition and future fitness to perform my duties. I accept that I may be required to undergo a medical examination where requested by UK Professional Guarding Limited Subject to the Access to Medical Reports Act 1988, I consent to the results of such examinations to be given to UK Professional Guarding Limited and authorize UK Professional Guarding Limited to make a consumer information search with a credit reference agency, which will keep a record of that search and may share that information with other credit reference agencies.

I further declare that any documents that I provide as proof of my identity, proof of address, proof of right to work and any other documents that I provide are genuine and give my consent for these documents to be examined under a UV scanner or similar device. I acknowledge that any falsified documents may be reported to the appropriate authority.

### **Data Protection Act 1998**

UK Professional Guarding Limited will use the information you have given on your application form (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 UK Professional Guarding Limited 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 of your information (for which we may charge a small fee) and to have any inaccuracies corrected.

### **Disclosure**

You are applying for a position of trust and in the event of being offered employment by UK Professional Guarding Limited we may apply for a Disclosure. 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 CRB Code of Practice/Disclosure Scotland and/or Company our policy statement regarding ex-offenders. Disclosure 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 you allow UK Professional Guarding Limited to see a copy of the Disclosure. The Disclosure information is not retained i.e. it is disposed of within the timescales recommended in the CRB Code of Practice. 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.

**I confirm that my consent is explicit, fully informed and freely given for the purposes of this job.**

*Applicant Name:* \_\_\_\_\_ *NI Number:* \_\_\_\_\_

*Applicant Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_