

Office Use Only
Start Date

SIA LICENCE No.

APPLICATION FOR EMPLOYMENT

Please answer all questions using **BLOCK CAPITALS**. If any entry is inapplicable insert "NO" or "N/A"
Please Tick (✓) appropriate boxes: A Complete 5 Year History Is Required by BS 7858:2012

PERSONAL INFORMATION Please bring Birth/Naturalisation Cert./Work Permit to interview [copy taken]

Surname: Mr Mrs Miss Ms : All Forenames:

Please bring Marriage Cert./Evidence to interview [copy taken]

Previous Surname (including Maiden name):

Address:

..... Postcode: How long have you lived at this address:

Telephone Nos. Home: Mobile:

Place of Birth: Nationality:

Date & Place of Entry in the UK:.....

Do you have right to live and work in the UK : Yes No

Visa / Work permit type:..... Work Hours Allowed :.....

Marital Status: Married Single Divorced Separated Widowed

Name and Address of Next Of Kin:

..... Relationship: Tel no:

Do you require full time or part time work? Full time Part Time Either

BACKGROUND INFORMATION

Please bring Driving Licence to your interview

National Insurance No:

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Do you hold a full UK Car Driving Licence: Yes No Licence No: [copy taken]

Do you own your own transport: Yes No Do you have any motoring offences: Yes No

If yes please give details:

Please continue on separate sheet if necessary.

SECURITY TRAINING

Please bring certificates to your interview [copy taken]

SIA approved training: Yes No If yes, Cert. No: Where trained.....

SIA Licence No: Licence Type : Expiry Date:

Do you hold a First Aid Certificate under the Health & Safety at Work Act? Yes No Expiry Date:

PHYSICAL RECORD

Sex: Male Female Weight:..... Height:..... Colour of Hair:..... Colour of Eyes:

Have you normal vision in both eyes Without Glasses: **Yes** **No** With Glasses: **Yes** **No**

Have you a normal Sense of Smell: **Yes** **No**

Name & Address of GP:

.....

May we request information from him/her if necessary **Yes** **No**

EDUCATION

Please bring certificates to your interview copy taken

Name of School/College etc.	Address	From	To	Examinations Passed

Are you a student at present **Yes** **No**

SERVICE RECORD

Please bring certificates to your interview copy taken

Did you serve in: Royal Navy Army R.A.F. Police Fire Service Merchant Navy

Dates From:To: Rank Attained: Conduct Rating:

Reason for Leaving Are you liable for recall: **Yes** **No**

Are you a member of any RESERVE involving Annual Training: **Yes** **No**

CRIMINAL/DISMISSAL RECORD

Have you ever been convicted or cautioned for any criminal offence and are there any pending prosecutions or summonses? **Yes** **No** If yes, please give details below.

Have you ever been declared bankrupt and do you have any outstanding court judgements for debt?

Yes **No** If yes, please give details below.

Date	Offence (indicate Conviction/Caution/Pending/Bankrupt/Debt)	Sentence

Please continue on separate sheet if necessary.

Have you ever been dismissed for misconduct by an employer? **Yes** **No** If yes give details & dates:

.....

CHARACTER REFERENCES

Please give the names, addresses and occupations of two persons who have known you for a minimum of 2 years immediately prior to application and who are not related, living at the same address and who are not a former employer whom reference may be made:

Name:		Name:	
Address:		Address:	
Postcode:	Tel no:	Postcode:	Tel No:
Occupation:		Occupation:	
How long known:		How long known:	

BUSINESS & TRADE REFERENCES

If you have been self employed, give the names and addresses of two persons, not relatives or referees above, who can confirm this (e.g. Accountant, Solicitor, Customer Companies with whom traded).

Name:		Name:	
Address:		Address:	
Postcode:	Tel no:	Postcode:	Tel No:
Occupation:		Occupation:	
How long known:		How long known:	

EMPLOYMENT RECORD

(Your application will not be considered if this section is not fully completed)

Please show **ALL** periods of **employment** and **unemployment** covering the last **FIVE YEARS** give reasons for gaps between employment periods. (Please show current/most recent employment first)

Dates (Month & Year)	Name & Address of Employer or Unemployment Office (including Postcode)	Telephone No. & Contact	Job Title and Reason for Leaving	Office Use Only		
				date & contact	from/to	init
1 From			Job			
To			Reason			
	Postcode					
2 From			Job			
To			Reason			
	Postcode					
3 From			Job			

To			Reason			
	Postcode					
4 From			Job			
To			Reason			
	Postcode					
5 From			Job			
To			Reason			
	Postcode					
6 From			Job			
To			Reason			
	Postcode					
7 From			Job			
To			Reason			
	Postcode					
8 From			Job			
To			Reason			
	Postcode					

Continue on further sheet if required Yes []

DECLARATION

I understand that my employment is subject to satisfactory vetting and references in accordance with BS 7858:2012. I also declare that any documents that I provide as proof of my identity, proof of address, proof of the right to work and any other documents are genuine and I give my consent for those documents to be examined under a UV scanner or similar device. I acknowledge that any falsified documents may be reported to the appropriate authority.

I undertake to co-operate with ASG Enterprises Ltd (hereinafter referred as ASG or the Company) in providing additional information required to meet these criteria I authorise ASG Enterprises Ltd and/or its nominated agent to approach previous employers, schools/colleges, character references or government agencies to verify that the information I have provided is correct.

I authorise ASG Enterprises Ltd 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.

Data Protection

The Company 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 the Company 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 will also consent to the transfer of your information to your current or future employers where this is necessary. (this may be to companies operating abroad if you apply for work outside the UK)

Your information will be held on our computer database or in a paper filing system. By signing below you agree to this process and confirm that you don't have a criminal record subject to the current rehabilitation of offenders act and any amendments.

Disclosure

You are applying for a position of trust and in the event of being offered employment by the company we may apply for disclosure. However, having a criminal record does not necessarily bar you from employment. Disclosure 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 the company to see a copy of the disclosure. The disclosure information is not retained it is disposed of within the time scales recommended in the CRB codes of practise.

I consent to the Company's reasonable processing of any sensitive personal information obtained for the purposes required 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 the company. Subject to the Access to Medical Records Act 1988, I consent to the results of such examinations to be given to 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 hereby declare that the information I have provided is current and truthful and that any false statements on this Application Form shall be considered cause for dismissal. 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 further declare that any documents that I have provided as proof of my identity, proof of address, proof of right to work and any other documents that I have provided are genuine and I give my consent for these documents to be examined under a UV scanner or similar device. I acknowledge that any falsified documents may be to the appropriate authority.

I hereby undertake that I shall immediately notify to the Company about any change of address, name, criminal convictions, right to live and work in the UK, bank details, SIA licence and any other change which may affect my ability and right to work.

I hereby undertake that I shall immediately notify to SIA about any change of my address and criminal convictions.

I hereby certify that I have completed this Application Form myself and that I have read and understood and agree to abide by the above declaration.

Signature of applicant: Date:

May we approach your present employer for references immediately **Yes [] No []**

(Note: your present employer will not be approached without your permission.)