

Senator Security Services Limited

APPLICATION FOR EMPLOYMENT



THIS FORM MUST BE COMPLETED FULLY IN EITHER BLUE OR BLACK INK. CVs WILL NOT BE ACCEPTED

Please answer the questions in this form as fully as possible. Applications are welcome from all people with relevant or potential skills, abilities and attitude to do the role. Reasonable adjustments may be made to enable individuals with disabilities to perform the role. Senator Security Services recruits and selects on suitability and each case will be assessed upon its own merits.

The information given on the Equal Opportunities monitoring form, which contains personal and monitoring information, will be separated from the main application form and will not form part of the selection process. All information will be held in the strictest confidence.

If you wish to provide any additional information please continue on a separate sheet. This sheet should include your name, and the section to which the information is related to

Post applied for	Location
.....

PERSONAL INFORMATION

Name	National Insurance No.
Previously Used Names	
Recommended by / Where advert seen?	
Address	Postcode.....
Telephone.....	Mobile.....
Work Email	Personal Email.....

TRANSPORT

Do you have your own transport for work purposes (please tick relevant box)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Which Driving Licence do you hold?	FULL CAR <input type="checkbox"/>	MOTORBIKE <input type="checkbox"/>	PROVISIONAL <input type="checkbox"/>
	INTERNATIONAL <input type="checkbox"/>	NONE <input type="checkbox"/>	
Is your licence free from motoring convictions?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
If NO please confirm current convictions.....			

UNIFORM SIZES

Chest	Waist	Inside Leg	Collar	Height	Shoe
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RIGHT TO WORK

If not born in the UK, state date and place of entry	Date.....	Place.....	
Do you have a work permit?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Expiry Date.....
Do you have a Visa Student entry?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Expiry Date.....

REHABILITATION OF OFFENDERS ACT 1974

You will appreciate that all companies in the security industry must refuse employment to applicants who have unspent convictions. This means convictions not classed as "spent" under the provisions of The Rehabilitation of Offenders Act 1974.

If you have a criminal conviction, imposed by either a Civilian or Military Court, it is your responsibility to find out whether it is "spent" or "unspent".

The purpose of the Rehabilitation of Offenders Act 1974 is to give convicted persons a chance to "live down" their convictions. If you have a conviction, it means that after a certain time has passed since the conviction it becomes "spent" and you are entitled to ignore it when filling in your application form and answering questions asked by any of our staff.

Should you be in doubt about whether or not the conviction(s) is/are spent, make sure of your position by contacting a Citizen Advice Bureau, a Community Law Centre or the Clerk of the Court where you were last sentenced.

Failure to disclose an unspent conviction is in itself a criminal offence.

DECLARATION

Please confirm details of convictions, or if you have no cautions/convictions write **NONE** below.
.....
.....

BS7858 INFORMATION: PERSONAL REFERENCES

Please provide details of 2 referees who have known you for at least 2 years in the preceding 5 years and who are not related to you, not living at the same address and not your current or former employer. These references may assist with confirming your employment history

Name	Name
Address	Address
.....
Contact Tel No.	Contact Tel No.
Email.....	Email.....
How long known Relationship	How long known Relationship

BS7858 INFORMATION: SERVICE INFORMATION

Please confirm your Service ROYAL NAVY ARMY RAF POLICE TA
Please confirm dates served From To
Service No. Unit/Regiment
Rank Attained Conduct Record

BS7858 INFORMATION: SELF EMPLOYMENT

If you have been self employed in the preceding 10 years please provide details of 2 Trade References i.e. Companies you have traded with or your Accountant or Solicitor.

Name	Name
Address	Address
.....
Contact Tel No	Contact Tel No

BS7858 INFORMATION: EMPLOYMENT HISTORY

Please give details of **all employment, self employment, and registered or unregistered unemployment** back to school for the 5 years preceding the date of this application on a

month to month basis. Please use a continuation sheet if necessary, ensuring the continuation sheet is in the same format.

Name and address	Dates	
School / College / University	From	To
.....
.....
.....

Company name with full address and phone number (current/ most recent employer first)	Dates		Reason for leaving
	From	To	
.....
.....
.....
.....
.....
.....

TRAINING

Have you had SITO training? YES NO

Have you had Conflict Resolution training? YES NO

Have you had CCTV training? YES NO Other YES NO

Do you hold a First Aid certificate? YES NO If so, expiry date

It is a mandatory requirement that all security personnel must possess a Security Guarding or Door Supervision Licence through SIA. Do you hold a current SIA Licence? If so which licence?

Security Guarding Door Supervision CCTV Other

Licence Number..... Expiry date

Are you currently waiting Licence processing? If so please provide your Unique Reference Number (URN) and date applied. URN..... Date

APPLICATION FORM DECLARATION

Please read this carefully before signing this application form

- I understand that employment with the Company is subject to satisfactory references and security screening in accordance with BS7858.
- I undertake to co-operate with the Company in providing any additional information required to meet these criteria.
- I authorise the Company and/or its nominated agent to approach previous employers, school/ colleges, character referees or Government Agencies to verify the information I have provided is correct.
- I authorise the Company 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 understand that some of the information I have provided in this application will be held on a computer and some or all will be held in manual records.
- I consent to the Company's reasonable processing of any sensitive 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 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 1853, in confirmation of previous employment or unemployment.
- I hereby certify that, to the best of my knowledge, the details I have given in this application form are complete and correct.
- I understand that any false statement or omission to the Company or its representatives may render me liable to dismissal without notice.

Signature Print Name Date

HEAD OFFICE USE ONLY

Invite for interview? YES NO If NO, reason

Interview details Date..... Time..... Location Conducted by

INTERVIEW NOTES

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Successful at interview? YES NO If NO, reason

Period of notice to be worked..... Holidays booked.....

Birth Certificate seen YES NO Driving Licence seen YES NO

Passport seen YES NO Work Permit seen and confirmed YES NO

SIA Licence seen seen YES NO Service Record seen and confirmed YES NO

First Aid Certificate seen YES NO