

CANDIDATE APPLICATION FORM – CONFIDENTIAL (please complete in BLOCK CAPITALS)

Profile Details

Position applied for.....Type of license (security guard/door supervisor/etc).....
SIA License NumberExpiry Date..... Driver (Yes/No)

General Details

Title First name Last nameMaiden/Former name.....
Home tel Mobile tel
Business tel Date of birth
Address
..... Postcode
Email

Previous Addresses

Please state ALL previous addresses where you have lived for the past six years, continue on a separate sheet if necessary

.....Post code:.....Date:From.....To.....
.....Post code:..... Date:From.....To.....
.....Post code:..... Date:From.....To.....

Residency and Work Permit

Right to work in the UK? Yes/No

If yes, which is applicable:

1. British or EU citizen
2. Visa entry clearance giving right to work
3. Work permit issued to current employer

National Insurance no.

Work permit required? Yes/No Work permit valid until

Passport no. Passport expiry date Country of passport

Medical information (*matters that may be relevant to your ability to attend/perform any particular kind of work*)

.....Days off work due to sickness

Reasons for leaving:

Reference details (*confirm candidates permission obtained*):

Date reference sent: Received: Y/N

3. Name of previous employer:

Contact name:

Address:

Telephone number:

Date of employment: From To

Present/leaving salary:

Job title:

Summary of duties:

Reasons for leaving:

Reference details (*confirm candidates permission obtained*):

Date reference sent: Received: Y/N

Continue employment history on a separate sheet if necessary and attach

Personal Reference

Give the name and address of at least one person, who has known you well for at least two years, is still in contact with you and who will provide a written reference. This person should have known you for at least two years and not be a previous employer, relative or resident at the same address as yourself.

Name..... Address.....

.....

Post Code Tel No.....

Occupation..... How long known

Equal Opportunities Statement

Ejsmont Security Limited is committed to a policy of equal opportunities for all job seekers and shall adhere to such a policy at all times and will review on an on-going basis on all aspects of recruitment to avoid unlawful or undesirable discrimination. We will treat everyone equally irrespective sex, sexual orientation, gender reassignment, marital or civil partnership status, age, disability, colour, race, nationality, ethnic or national origin, religion or belief, political beliefs or membership or non-membership of a Trade Union and we place an obligation upon all staff to respect and act in accordance with the policy.

Ejsmont Security Limited shall not discriminate unlawfully when deciding which candidate is submitted for a vacancy, or in any terms of employment. Ejsmont Security Limited will ensure that each candidate is assessed only in accordance with the candidate's merits, qualification and ability to perform the relevant duties required by the particular vacancy.

Health and Disability

Do you have any health issues or a disability relevant which may make it difficult for you to carry out functions which are essential for the role you seek? Yes [] No []

If yes, please specify

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 []

If yes to either question, give details

.....

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 give details

(The information given will be treated in the strictest of confidence and only taken into account where, in the reasonable opinion of Ejsmont Security Ltd the offence is relevant to the post to which you are applying. Failure to declare a conviction may result in a disciplinary action taken if the offence is not declared but later comes to light).

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 the Company 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 the Company or its agents to 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 the Company's 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 the Company. Subject to the Access to Medical Reports Act 1988, I consent to the results of such examinations to be given to the Company and authorize 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 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

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 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 the Company 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 the Company 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.

Attached Documents	Passport	[]	(tick when complete)
	Prove of address	[]	
	SIA License	[]	
	Basic Disclosure Scotland	[]	

Applicant name: NI number:

Applicant signature: Date: