

#### Documents to bring for interview

THE INFORMATION YOU PROVIDE HERE WILL ONLY BE USED IN THE ASSESSMENT OF YOUR APPLICATION FOR EMPLOYMENT WITH THE COMPANY.

- SIA LICENSE
- PASSPORT/DRIVING LICENSE
- PROOF OF ADDRESS (2 NAMED UTILITY BILLS)
- WORK PERMIT IF APPLICABLE
- 2 PASSPORT PHOTOGRAPHS (NO HATS/GLASSES)
- LETTERS FROM BENEFIT OFFICE CONFIRMING ANY DATES OF UNEMPLOYMENT/  
BENEFIT CLAIMED IF APPLICABLE

THIS LIST IS NOT EXHAUSTIVE, THE COMPANY MAY REQUIRE ADDITIONAL DOCUMENTS BEFORE IT MAKES A DECISION ON YOUR EMPLOYMENT APPLICATION. IF SUCCESSFUL, THE INFORMATION WILL BE MAINTAINED ON YOUR PERSONNEL FILE FOR THE DURATION OF YOUR EMPLOYMENT AND FOR A PERIOD OF 3 YEARS AFTER YOUR TERMINATION DATE.

THIS IS AN APPLICATION FORM; IT IS NOT AN OFFER OF EMPLOYMENT.

PLEASE COMPLETE THE FORM IN ENTIRETY

**APPLICATION FOR EMPLOYMENT****DATE OF APPLICATION:** \_\_\_\_\_

This form has been designed to tell us all we need to know about you at this stage. Please complete the form in black ink and block capitals.

**Personal Information**

Surname:	
Forenames:	
Title (Mr, Mrs, Miss, etc):	
Previous names (if any):	
Have you ever changed your name by deed poll? If so, please give details	
Current address and for communications:  Length of time at this address	
Previous Address:  Length of time at this address	
Email Address:	
Daytime telephone number:	
SIA Number and Expiry date	
Do you have the right to take up employment in the UK?  Please note that further details regarding your visa status will be required should you be called for interview.	YES / NO

<p>If you do not have the right to take up employment in the UK, would you wish us to assist you in applying for the right to work?</p>	<p>YES / NO</p>
<p>Have you ever been fined, cautioned, sentence to imprisonment or placed on probation for a criminal act (subject to the Rehabilitation of Offenders Act)? If so, please give details</p>	
<p>Are there any alleged offences outstanding against you? If so, please give details</p>	
<p>Have you, ever been made bankrupt or have any Court Judgements against you, whether satisfied or not, within the last 6 years</p>	<p>YES / NO</p>
<p>Has any order been made against you by a Civil or Military Court or Public Authority? If so, please give details</p>	<p>YES / NO</p>
<p>Dates you are not available for interview</p>	

**Education**

From GCSE or equivalent to degree level in chronological order

Establishment	Qualifications gained
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**Postgraduate education or study or any other professional qualifications**

Establishment	Qualifications gained

**Work experience**

Please give details of your work history for the previous ten years. Any relevant posts held before then may also be mentioned if you wish. Please begin with your present or most recent position and then work chronologically backwards.

From	To	Name and address of employer	Job title, description of duties and responsibilities and reason for leaving


**Other Information**

**Do you hold a current a driving licence? If yes please state any driving convictions in the last five years:**

**Do you have your own transport?**

**YES / NO**

**Do you have any other training, qualifications or skills relevant to the post (e.g. knowledge of a foreign language, computer literacy, etc.)?**

**Please give details of, and provide an explanation for, any time when you were not either working or in full-time education.**

**Have you made a previous application to the Company? If so, when was this and what was the outcome?**

**Please give details of your main extra-curricular activities and interests.**

**Please use this space to say why you are interested in the post for which you have applied and provide any other information that may assist your application.**

**If you are successful, when could you take up your post?**

Please give details of any special arrangements you would require to enable you to attend interview.

**Referees**

Please give details of two referees, one of whom must be your current or most recent employer or, if this is an application for your first job, your school teacher or higher or further education lecturer. Neither referee should be a relative or contemporary.

First referee	Second referee

**Declaration**

I the undersigned declare that:

The above information which I have detailed in this application form is accurate and true to the best of my knowledge;

I have never been convicted of a criminal offence, nor are there any criminal charges pending against me other than which has been disclosed on this application form;

Should my application be successful, I agree to abide by the rules of the Company and its codes of conduct as laid down;

I shall notify the Company of any changes or differences that may arise regarding the information on this document;

All answers and information on this document are true to the best of my knowledge and belief, and I understand that incorrect information as a result of mistakes, mistruths and falsification or relevant information withheld by me may lead to the termination of my employment;

I authorize the Company to make whatever enquiries it deems necessary to verify and substantiate all or any matters referred to herein, and I release the Company and those persons or bodies from whom enquiries are made from all liability;

I understand that an offer of employment, if made, will be subject to verification of the information detailed within the application form;

I acknowledge that misrepresentation or failure to disclose material fact may constitute grounds for dismissal and/ or prosecution.

Signed: .....

Date: .....

**Pre-employment information**

Working at Security and Event Solutions is a physical job. It involves securing clients premises, protecting people and assets and can lead to confrontation with people, standing/patrolling for periods of up to 12 hours taking breaks at opportune times. You will be in contact with people, sometimes in conflict situations and may be required to detain/arrest members of the public who you have witnessed committing a crime. That is why we ask you to consider this job to make sure that this job is suitable for you, and if on reflection you feel the job will not suite you, or you will not be able to do the job, you should not continue with your application.