

APPLICATION FOR EMPLOYMENT

Position Applied For: _____ Area: _____

Please answer all questions using BLOCK CAPITALS. If any entry is inapplicable insert NO or N/A.

PERSONAL DETAILS

Title: Mr / Mrs / Miss / Ms	Surname:
Forename(s):	
Previous Surname (including Maiden Name):	
Home Address:	
Postcode:	
Length of time at current address: _____ Years	Months
If less than 3 years, please state previous address:	

Home phone number:	Mobile phone number:
Email address:	

Date of Birth:	Country of Birth:
Nationality:	National Insurance No:

Date of entry into UK (if applicable):
Visa details: (Please circle) Tier 1 / Tier 4 / Spouse / Student / Indefinite Leave to Remain / Residence Card / n/a
Visa expiry date:

BACKGROUND INFORMATION

Have you been convicted or cautioned for any offence?	YES / NO	If YES, please give dates and details:
Date of Conviction:	Offence:	Sentence:

Do you have any prosecutions pending against you?	YES / NO	If YES, please give dates and details:
Do you have any current or spent County Court Judgments issued against you within the last 6 years?	YES / NO	If YES, please give dates and details:
Have you ever been declared bankrupt?	YES / NO	If YES, please give dates and details:
Do You have or have you had any Individual Voluntary Agreements with Creditors within the last 6 years?	YES / NO	If YES, please give dates and details:
Have you ever been dismissed from employment for misconduct?	YES / NO	If YES, please give dates and details:

SECURITY QUALIFICATIONS

Do you hold a valid Security Industry Authority Licence?	YES / NO
Type of SIA Licence held:	Door Supervision / Security Guarding / Close Protection / CCTV
Licence number:	Expiry date:
Licence number:	Expiry date:

DRIVING QUALIFICATIONS

Do you hold a UK driving licence?	YES / NO
If NO, please state licence type:	
Type of Driving licence held:	Full / Provisional / None
Do you have your own vehicle?	YES / NO
If NO, how would you get to work?	

EMERGENCY CONTACT DETAILS

Name:	Relationship:
Phone Number:	Mobile Number :
Address:	Postcode

Job Description

<p>Please confirm you have read, understood and signed the Job Description for the role you are applying for: YES / NO</p> <p>Please state any concerns you may have in relation to any element of the related Job Description:</p>

UNIFORM SIZES

Trouser Inside Leg: Short/ Regular/ Long	Trouser Waist (inches):
Shirt Collar Size (Inches):	Blazer Size: XS/ S/ M/ L/ XL/ XXL/ XXXL/ XXXL

AVAILABILITY

<p>Please give details of any hours or days that you are NOT available to work: (please consider this carefully because this will be used to rota future shifts).</p>
<p>Would you be willing to work nights? YES: NO:</p> <p>If YES, please give details of anything detrimental that will affect you working nights?</p>
<p>Please give details of any holiday commitments or appointments already booked or planned (evidence of event may be required):</p>

5 YEAR EMPLOYMENT AND EDUCATION HISTORY

All applicants will be screened for suitability in accordance with British Standard 7858. Please detail EVERY position which you have held for the last 5 YEARS prior to your interview. Give details of unemployment, self employment and education. If necessary continue on a separate A4 sheet.

Please start with your most recent employment /education.

Do you require us not to contact your current employer, until a job offer has been made?

YES / NO / NOT APPLICABLE

1	Start Date: DD / MM / YYYY	Company Name/Place of Education:	Full Address:	Reason for leaving:
	Finish Date: DD / MM / YYYY	Contact Number:		Salary on leaving:
2	Start Date: DD / MM / YYYY	Company Name/Place of Education:	Full Address:	Reason for leaving:
	Finish Date: DD / MM / YYYY	Contact Number:		Salary on leaving:
3	Start Date: DD / MM / YYYY	Company Name/Place of Education:	Full Address:	Reason for leaving:
	Finish Date: DD / MM / YYYY	Contact Number:		Salary on leaving:
4	Start Date: DD / MM / YYYY	Company Name/Place of Education:	Full Address:	Reason for leaving:
	Finish Date: DD / MM / YYYY	Contact Number:		Salary on leaving:
5	Start Date: DD / MM / YYYY	Company Name/Place of Education:	Full Address:	Reason for leaving:
	Finish Date: DD / MM / YYYY	Contact Number:		Salary on leaving:
6	Start Date: DD / MM / YYYY	Company Name/Place of Education:	Full Address:	Reason for leaving:
	Finish Date: DD / MM / YYYY	Contact Number:		Salary on leaving:
7	Start Date: DD / MM / YYYY	Company Name/Place of Education:	Full Address:	Reason for leaving:
	Finish Date: DD / MM / YYYY	Contact Number:		Salary on leaving:

CHARACTER REFERENCE

A character reference must be someone who you has known you for more than two years immediately prior to application and who is still in touch with you. The character referee cannot be a relative, previous employer or someone residing at the same address as you.

1	Name:	Address/ Email Address:	Telephone Number:	Relationship
---	-------	-------------------------	-------------------	--------------

DECLARATION AND CONSENT

I understand that employment with Advantage One Security is subject to satisfactory references and screening in accordance with BS 7858 and appropriate completion of the Health & Fitness Questionnaire.

I will co-operate with Advantage One Security in providing any information that is required to meet the required criteria.

I authorise Advantage One Security to approach:

- My current employer and previous employers
- Nominated character reference
- School/College/University bodies
- Any Government bodies deemed necessary

I authorise Advantage One Security 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 consent to Advantage One Security processing any sensitive personal information obtained for the process of establishing my medical condition and future fitness to perform my role. I accept that I may be required to undertake a medical examination where requested. I consent to the results of any such examination being given to Advantage One Security.

I understand that the information I have provided in this application will be held on a computer and also in manual records. All information gathered will be handled in accordance with the Data Protection Act 1998.

I understand that I will be required to work the hours determined by Advantage One Security and they will include weekends, religious holidays such as Christmas, Eid and Public Holidays when the business requires it.

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 Advantage One Security will automatically invalidate any Contract of Employment issued and render me liable to dismissal without notice.

Employee Name:

Date:

Employee Signature:

Please return this application form together with the signed Job Description to:

Caroline.holmes@advantage1.co.uk

or post to:

Advantage One Security, Advantage House, 29 Brunswick Road, Gloucester GL1 1JE