

EMPLOYMENT RECORD

The BS7858 security screening process requires that we are able to verify your personal employment history for a period of five years or to the date of leaving school. Please give all details of your employment/ educational history for the last 5 years, including your reasons for leaving e.g. redundancy, resigned, dismissed etc (these reasons will be verified) and details of periods of self-employment and military service. For any period of unemployment, give the address of the benefit office to which you reported and the dates. If you were unemployed/unregistered please supply details of what you were doing. Start with your PRESENT/ MOST RECENT EMPLOYER and work backwards ensuring there are no gaps.

Employer's name, Address and telephone number	Dates (include month and year)	Reason for leaving
1. Tel No:	FROM: ____/____/____ TO: ____/____/____	
2. Tel No:	FROM: ____/____/____ TO: ____/____/____	
3. Tel No:	FROM: ____/____/____ TO: ____/____/____	
4. Tel No:	FROM: ____/____/____ TO: ____/____/____	
5. Tel No:	FROM: ____/____/____ TO: ____/____/____	

EDUCATION AND TRAINING (in the last five years)

Secondary School name,
telephone number

Dates (include month
and year)

Exams taken/
Qualifications gained

FROM: ____/____/____

TO: ____/____/____

Tel No:

Further Education e.g. College/University
Name, address & telephone number

Dates (include month
and year)

Exams taken/
Qualifications gained

FROM: ____/____/____

TO: ____/____/____

Tel No:

Other Training Courses

Qualifications gained

- 1.
- 2.
- 3.
- 4.
- 5.

Do you consider yourself to have a disability? Yes /No * **delete as applicable**

If yes please state the nature of your disability and if there are any reasonable adjustments we could consider to help you with the application process, or to perform the job applied for?

TO BE COMPLETED BY ALL APPLICANTS

PERSONAL REFERENCES

Please provide details of two referees who have known you for at least two years within the last five years. These referees cannot be blood related or related by marriage or by civil partnership.

Name: _____	Name: _____
Address: _____	Address: _____
Occupation: _____	Occupation: _____
Tel No: _____	Tel No: _____
How long have you known this person: FROM: _____ TO: _____	How long have you known this person: FROM: _____ TO: _____

OFFENCES & CONVICTIONS

Have you ever been convicted of any civil or criminal offences?	Yes/No *delete as applicable
Are there any alleged offences or cautions outstanding against you?	Yes/No *delete as applicable
Have you ever been declared bankrupt?	Yes/No *delete as applicable
Do you have any outstanding court judgements?	Yes/NO *delete as applicable
If you answer, "yes" to any questions, please provide details:	

N B: disclosure is not required where there is a conviction to which the provisions of the Rehabilitation of Offenders Act, 1974 apply. Failure to disclose an unspent conviction is, in itself, a criminal offence. If you are unclear about any of these questions please ask the interviewing officer.

OUTSIDE INTERESTS

The information given in the application form, to the best of my knowledge, is correct. I understand that any false statement or omission will automatically invalidate any Contract of Employment issued to me by the Company. I authorise the Company to approach Government agencies, former employers and personal referees for verification of my employment record. I agree, if requested by the Company, to make a Special Access Enquiry under the Data Protection Act and sign a Statutory Declaration to confirm the dates of previous employment.

Signed: _____ Date: _____

MONITORING FORM

The completion of this form is voluntary but we appreciate it when candidates take time and trouble to do so as the information it contains helps us to monitor and improve our equal opportunities policies and procedures. This section will be detached from your application form before decisions about shortlisting are made, thus ensuring that all such decisions are based on merit.

The information you have given us will / may be held on our computerised records whether you are successful or otherwise.

Post applied for: _____

Date of Birth: _____ (Age): _____

Sex: Male / Female *delete as applicable

Ethnic Origin: please tick category below as applicable:

- | | | | | | |
|---------------------|--------------------------|-------------------|--------------------------|-------------------|--------------------------|
| White – British | <input type="checkbox"/> | White - European | <input type="checkbox"/> | White - Other | <input type="checkbox"/> |
| Black – African | <input type="checkbox"/> | Black - Caribbean | <input type="checkbox"/> | Black - Other | <input type="checkbox"/> |
| Black – British | <input type="checkbox"/> | Asian - Indian | <input type="checkbox"/> | Asian - European | <input type="checkbox"/> |
| Asian – Bangladeshi | <input type="checkbox"/> | Asian - British | <input type="checkbox"/> | Asian - Pakistani | <input type="checkbox"/> |
| Chinese – Other | <input type="checkbox"/> | Chinese - British | <input type="checkbox"/> | Chinese | <input type="checkbox"/> |

Other – please specify: _____

WORKING TIME REGULATIONS

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Although workers in security & surveillance activities are exempt from most of the Government Working Time Regulations, we have to ask if you wish to be governed by the maximum 48-hour working week. To point out this doesn't mean in any one week you can't work more than 48 hours, but it does mean in a 17 week period your overage hours can't be more than 48 hours. Please remember if you opt for the 48 hour week, this doesn't guarantee you will receive 48 hours per week, you will be contracted as ever on a seven day rota system.

I would like to opt out of the governments regulations on an average 48 hour working week:

YES

NO

PRINT NAME

SIGNATURE