

Securitay Ltd

Introduction to completing our Application Form

Thank you for your interest in employment with Securitay Limited.

By Law, we are required to conduct security screening on all of our employees.

We undertake our Security Screening in accordance with the British Standard 7858:2012. This is to determine whether individuals are suited to employment in a Security environment. Under the guidelines laid down by BS 7858, you are required to provide evidence of previous employers, periods of self-employment, periods of unemployment, periods spent in full-time education and periods abroad. The purpose of this is to verify your whereabouts on a month-by-month basis for the last 5 years.

By completing all the information required, and providing the original documents requested as quickly as possible, this will assist your security screening to come to a satisfactory and speedy conclusion, within the 12 week period allowed.

When attending an Interview, WE WILL REQUIRE THE FOLLOWING DOCUMENTS (hardcopy originals):-

- 1. Proof of Address (utility/council tax bill etc)**
- 2. Birth Certificate and/or Passport**
- 3. Driving Licence**
- 4. Visa's/Resident Permits (if applicable)**
- 5. SIA Certificate/ Number or Application Number**
- 6. 2 x Colour Passport Photographs**

Please complete our Application Form fully and accurately; this is to ensure the information provided, when later verified, you are likely to pass security screening.

PERSONAL REFERENCES

- **Character Reference:** We require the name, and contact details of a referee who has known you for at least the last 2 years. Details required are home address, home telephone number, a mobile number and an email address.
- **Character referees must not be previous employers, relatives by blood or marriage or anyone living at the same address of yourself.**
- **GAP References:** We require the name, and contact details of a referee who has known you for at least the last 5 years. Details required are home address, home telephone number, a mobile number and an email address.
- **GAP referees must not be previous employers, relatives by blood or marriage or anyone living at the same address of you.**

A GAP reference is required if your career history is incomplete or has gaps for longer than 31 days. In these circumstances, it will be necessary to verify these details with further documentation and someone else who has known you during that period.

EMPLOYMENT RECORDS

Current Employment

Please supply details of your current employer and type of employment (e.g. full-time, part-time, casual or occasional). Please also state whether you were self employed in full time education or claiming any state benefits.

We require the name and address of the business/DWP Office or College/University, telephone numbers and the name of a contact, together with an email address.

Please also provide accurate start and leave dates (if this is applicable)

Previous Employment

List the full Company name, address, telephone number, email address and the name of your supervisor. Please also add your job title and your reason for leaving. Please also provide accurate start and leave dates

If a company, is no longer trading?

In these circumstances, please provide as much detail as you can about the company. Extra evidence will be required in relation to the business that has ceased trading. Documents acceptable are National Insurance records or two more documents including payslips, showing start and finish dates, P60s, P45 showing date of leaving. A letter, confirming your redundancy and the end date of your employment. Contract of employment or letter of employment, which states the start date of your employment, and bank statements that show regular payments of wages/salary.

Periods of self-employment

Please provide details of the nature of the business and the reason for termination. Acceptable evidence, documents from Accountants, HM Revenue and Customs, Solicitors, Bankers. For the period of self-employment Trade or client references will also be accepted

Employment/recruitment agencies

Please indicate if employed through an agency and provide their full contact details.

Periods of travel abroad (longer than 31 days)

We will require evidence by way of airline tickets, holiday booking paperwork, non-EU visa, passport stamps card/bank statements, currency exchange receipts, mobile phone bill or employment references if employed abroad.

Periods of residence abroad

Please provide the name and address of employers, your passport and work permits. To prove your whereabouts during this period you may be required to provide credit card statements.

Periods spent in prison

Please list exact dates month to month. Please add the correct addresses of any prisons. In addition, include your prisoner reference number. If you have a Certificate of Discharge, please submit this with the Application Form.

Periods of full-time education

Please list the addresses of each Full Time Education institution, your Tutor, the name of the Course(s) attended and the accurate start and finish date for each course studied.

Periods of registered unemployment/ESA

These dates to be verified by correspondence from the Department for Work and Pensions (DWP) or other government agencies or from the Job Centre you attended.