



# MK GROUP SECURITY

Quadrant House, Alston Drive, Bradwell Abbey, Milton Keynes, MK13 9HB  
TEL 01908 316999



## Job Application Form

Position applied for:	Static / Mobile / Control / Admin
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Photo here →

Please write **clearly** in black ink or type.

**You MUST fully complete this form- incomplete forms will be rejected**

**CONFIDENTIAL**

### PERSONAL DETAILS (BLOCK CAPITALS PLEASE)

SIA SECURITY LICENCE:	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Applied for	<input type="checkbox"/> DS Licence
SIA LICENCE NUMBER:				EXPIRY DATE=
Preferred work arrangements:	<input type="checkbox"/> Full-time Days / Nights	<input type="checkbox"/> Part Time →	<input type="checkbox"/> Mon-Fri Evenings	<input type="checkbox"/> Weekend days
Surname:		First Name		
Former surnames if different:		Middle Name:		
Present Address:		Tel No (home):		
		Tel No (business):		
		Tel No (mobile):		
	Post code			
HOW LONG AT THIS ADDRESS?		Nat. Insurance No:		
Nationality:		IF NOT E.E.C. CITIZEN PLEASE ENCLOSE A GOOD PHOTOCOPY OF PASSPORT PHOTO PAGE & VISA STAMP/S		
Do you need a work permit to be employed in the UK?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If you already have a work permit, when does it expire? (Please note that your current work permit may not be valid for this position.)		
IF LESS THAN 5 YEARS AT CURRENT ADDRESS, ENCLOSE SEPARATE SHEET WITH THIS INFORMATION				

BANK DETAILS (IF OFFERED EMPLOYMENT)		OFFICE USE ONLY	
Account Holder		GS NUMBER	
Bank Name		START DATE	
Address		STATUS	
		START RATE	
		DB	
Sort Code		EO	
Account Number		RD	

## EDUCATION AND PROFESSIONAL QUALIFICATIONS

(Original documents as proof of qualification may be required at interview.)

Secondary School / College / University	Dates		Examinations taken	Date	Result
	From	To			

Other relevant Educational or Training Courses, with dates e.g. First Aid, Fire Training, SITO, NOCN

Professional Qualifications currently held: how obtained, grade and date

Any Relevant Skills, Abilities, Knowledge, Experience And Your Reasons For Applying For This Job With MK Group Security

## PRESENT POSITION

Title of Position:		Salary/Grade:	
Name of Employer:		Business of Employer:	
FULL Address:          Post Code	<b>DATE COMMENCED:</b>		
	<b>DATE ENDED:</b>		
Please outline your responsibilities, to whom you are responsible and staff responsible to you (if applicable):          			
Reason for leaving or wishing to leave:			
Period of notice required to terminate present employment:			
Please notify us of any dates you are available for interview if required:			

What activities outside work interest you? (State any positions held you consider relevant.)

Do you hold a current UK driving licence?  
At least 3 years for Patrol Drivers  
**Not** provisional - or Automatics

☐ Yes ☐ No  
**If Yes, how long?**

Do you own a car?

☐ Yes ☐ No

Any Motoring Convictions in the last 5years?-

## Rehabilitation of Offenders Act 1974

Have you any convictions that are NOT spent under Rehabilitation of Offenders Act? ☐ Yes ☐ No

If Yes, please provide further details:

Also declare any recent cautions or convictions and any pending actions.

**If you are applying for a position that involves driving our company vehicles you must advise us of any reasons that may affect our Insurance- medical or legal for example.**

**PREVIOUS EMPLOYMENT / UNEMPLOYMENT - For at least the last FIVE Years****Note :- If you do not fully complete this section your application will be rejected**

(Please use separate sheet if necessary.)

Name and FULL Address of Employers	Position held	Reason for leaving	Final grade/salary

Description of duties:

**DATE STARTED****DATE LEFT**

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Description of duties:

**DATE STARTED****DATE LEFT**

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Description of duties:

**DATE STARTED****DATE LEFT**

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Description of duties:

**DATE STARTED****DATE LEFT**Have you had any material (e.g. **MORE THAN 1 MONTH** ) gaps in your employment?

YES / NO.

If yes, please provide relevant details:

**REFERENCES – THESE MUST HAVE KNOWN YOU FOR AT LEAST THE LAST 3 YEARS****They cannot be a Close Relative or Partner****DECLARATION****REFEREE 1****REFEREE 2**

Title (Mr, Mrs etc):		Title (Mr, Mrs etc):	
Full Name:		Full Name:	
Job Title:		Job Title:	
Date Known From		Date Known From	
Address:		Address:	
Tel No:		Tel No:	
E-mail address:		E-mail address:	
Fax No:		Fax No:	
Please state if we may obtain this reference prior to interview.		Please state if we may obtain this reference prior to interview.	
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	

**I declare that I give my permission for MK Group 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 also understand that any documents presented to establish identity and proof of residence may be checked using an ultra-violet scanner and/or other methods or devices to deter identity theft and fraud. Any original documents supporting identity that appear to be forgeries will be directed to the relevant authorities.**

**I give MK Group Security permission to contact former employers, government departments, personal referees, etc. for verification of my career and employment /unemployment record.**

**I declare that the information given in this application form is true and complete. I understand that if I have given any misleading information on this form or made any omissions, this will be sufficient grounds for terminating my employment.**

Signature:		Date:	
Name:			

The information provided by you on this form as an applicant will be stored either on paper records or a computer system in accordance with the Data Protection Act 1998 and will be processed solely in connection with recruitment.

Uniform Sizes needed if offered employment

CHEST	
COLLAR	
WAIST	
INSIDE LEG	
SHOE SIZE	

*'The diversity of our staff provides the wide variety of skills and knowledge we need to deliver our high quality service'*

# DIVERSITY MONITORING FORM

Please return this form with your application

The information provided on this form will be held separately from your application form and is only seen by the personnel department and is not part of the selection process

FULL NAME ( including any middle names )

DATE OF BIRTH \_\_\_\_/\_\_\_\_/\_\_\_\_

PLACE OF BIRTH \_\_\_\_\_

NATIONALITY \_\_\_\_\_

GENDER (please tick the relevant box )

Male ☐ Female ☐

Please indicate if you will need any special help or assistance should you be invited to attend an interview and/or if we need to make reasonable adjustments to enable a disabled person to participate in the recruitment process.

**Ethnicity** MK Group Security is proud of the international diversity of its staff and has a policy on Race Equality in place, in accordance with our duties under the Race Relations (Amendment) Act 2000. Ethnicity data is important, as we need to monitor carefully in order that we can ensure that we address any areas of under-representation.

I do ☐ do not ☐ wish to participate in providing ethnic monitoring information.

Which group do you most identify with? Please tick box

- |   |  |
|---|--|
| <input type="checkbox"/> Asian or Asian British – Indian      | <input type="checkbox"/> Mixed – White and Black Caribbean |
| <input type="checkbox"/> Asian or Asian British – Pakistani   | <input type="checkbox"/> Mixed – White and Black African   |
| <input type="checkbox"/> Asian or Asian British – Bangladeshi | <input type="checkbox"/> Mixed – White and Asian           |
| <input type="checkbox"/> Asian or Asian British – Other       | <input type="checkbox"/> Mixed – Other                     |
| <input type="checkbox"/> Black or Black British – Caribbean   | <input type="checkbox"/> White – British                   |
| <input type="checkbox"/> Black or Black British – African     | <input type="checkbox"/> White – Irish                     |
| <input type="checkbox"/> Black or Black British – Other       | <input type="checkbox"/> White – Other                     |
| <input type="checkbox"/> Chinese                              | <input type="checkbox"/> Other (please specify) .....      |