

APPLICATION FORM

Contract Security Services Ltd
Challenger House, 125 Gunnersbury Lane, London W3 8LH
☎: 0208 752 0160 📠: 0208 992 9536
E-mail: hr@contractsecurity.co.uk



1. This **10-YEAR** Application Form, when fully completed, ensures compliance with British Standard 7858:2012 - Security Screening of Individuals Employed in a Security Environment – Code of Practice.
2. Please **answer ALL questions** in **BLOCK CAPITALS** in your **own handwriting** and **using BLACK INK**. If a question or section does not apply to you, insert 'NO' or 'N/A'.
3. **Your Security Screening cannot begin if you fail to fully complete this Application Form.**

Position applied _____ Employment start date (if Known): _____

Title: Mr / Mrs / Miss / Ms (please circle)		Surname:	
Surname at Birth:(if different from above)		Forenames:	
Date of Name Change:			
Address:		Telephone No.:	
Post Code:		Mobile No.:	
		E-mail address:	
Date of Birth:	Place of Birth:	Nationality:	
National Insurance No.:		Passport No.:	
Place of entry into the UK: (if applicable)		Date of entry: (if applicable)	
Are you permitted to work in the UK? YES / NO		Visa expiry date: (if applicable)	
SIA Licence (if applicable, please circle) YES / NO / N/A		Type:	No.:
Expire Date: (if applicable)			
Person to contact in an emergency			
Name:		Relationship:	
Address:		Their work telephone No.:	
		Their home telephone No.:	
		Their Mobile telephone No.:	
Post Code:			

EQUAL OPPORTUNITIES

This section is voluntary and will NOT be used in assessing your application. We are an equal opportunities employer. If you choose to complete this section, **it will** help us to monitor the effectiveness of our Equal Opportunities Policy.
My ethnic origin is (please circle) African, Asian, Caribbean, Caucasian, Other (please specify)

DRIVING LICENCE

Full / Provisional / None (please circle) Car / Motorcycle (please circle) Own Transport? YES / NO
Licence No.: Have you ever been disqualified from driving? YES / NO
Detail motoring convictions or endorsements in the last 5 years.
Number of points currently on your licence:

OFFENCES, CAUTIONS AND CONVICTIONS

Have the Police ever cautioned you? YES / NO
Have you ever been convicted, fined or had any order made against you? YES / NO
Are you aware of any Police investigation in which you may be involved? YES / NO
If the answer to any of the above questions is **YES**, please give details:

NB. Disclosure is not required where there is a conviction to which the provisions of the Rehabilitation of Offenders Act 1974 applies. Failure to disclose an unspent conviction may result in summary dismissal. **If you are unclear about any of these questions ask the interviewer.**

FINANCIAL (*BS 7858:2012 requires that we conduct a Consumer Information Check with a credit reference agency*)

Have you ever been declared bankrupt or insolvent? YES / NO
Are you the subject of any County Court Judgements or proceedings? YES / NO
Are you the subject of any Financial Judgements in the Civil Court? YES / NO
Are you the subject of any Individual Voluntary Arrangements (IVA's) with creditors from the previous 6 years? YES / NO
If the answer to any of the above questions is **YES**, please give details:

CHARACTER REFEREES

Details of at least 2 people who are willing to act as Character Referees (**not former employers or family / relatives or a person living at your address**) who have known you for **at least 5 years**. Towards the end of the screening process we may approach your Character Referees to assist us in verifying your career/work history.

Mr, Mrs, Miss, Other Mr, Mrs, Miss, Other

Name: Name:

Address: Address:

Post Code: Post Code:

Tel No.: Tel No.:

E-mail address: E-mail address:

Years known: Years known:

How known: How known:

Mr, Mrs, Miss, Other Mr, Mrs, Miss, Other

Name: Name:

Address: Address:

Post Code: Post Code:

Tel No.: Tel No.:

E-mail address: E-mail address:

Years known: Years known:

How known: How known:

EDUCATION RECORD (Main Stream and/or College/University - only complete if applicable within the last 10 years)

School Name:	Qualifications:	From MM/YY	To MM/YY
Address:			
Post Code:			
Tel No.:			

College / University Name:	Course	Qualifications:	From MM/YY	To MM/YY
Address				
Post Code:				
Tel No.:				

SERVICE RECORD (only complete if applicable within the last 10 years)

ARMY / ROYAL NAVY / RAF / FIRE / POLICE <i>circle</i>	From MM/YY	To MM/YY
OTHER <i>specify</i>		
Unit or Regiment: Service No.:		
Rank: Conduct Assessment on discharge:		

Are you a member of any reserve that will require annual training or service? YES / NO
If **YES** give details

SELF EMPLOYMENT / DIRECTOR REFERENCES (if applicable)

If you have been self-employed or a company director during the last 10 years, give names of people who can confirm the details.

TRADE:	ACCOUNTANT:
Name:	Name:
Address:	Address:
Post Code:	Post Code:
Tel No.:	Tel No.:
E-mail address:	E-mail address:

EMPLOYMENT RECORD

1. State **all periods** of **employment, unemployment and self-employment** for the **last 10 years**
2. For any periods of **unemployment**, state the **address of the Unemployment Benefit Office** at which you reported and the type of benefit claimed, i.e. Job Seekers Allowance, Incapacity Benefit, etc.

START WITH YOUR PRESENT POSITION.

Employers Details (BLOCK CAPITALS)	Employment Details		
Name: Address: Tel No.:	Position Held: Staff No.: Reporting To: Salary or Wage Per Week: Reason for Leaving:	From MM/YY	To MM/YY
Name: Address: Tel No.:	Position Held: Staff No.: Reporting To: Salary or Wage Per Week: Reason for Leaving:	From MM/YY	To MM/YY
Name: Address: Tel No.:	Position Held: Staff No.: Reporting To: Salary or Wage Per Week: Reason for Leaving:	From MM/YY	To MM/YY
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Name: Address: Tel No.:	Position Held: Staff No.: Reporting To: Salary or Wage Per Week: Reason for Leaving:	From MM/YY	To MM/YY
Name: Address: Tel No.:	Position Held: Staff No.: Reporting To: Salary or Wage Per Week: Reason for Leaving:	From MM/YY	To MM/YY
Name: Address: Tel No.:	Position Held: Staff No.: Reporting To: Salary or Wage Per Week: Reason for Leaving:	From MM/YY	To MM/YY

DECLARATION

Please read this carefully before signing this application

I understand that employment with the Company is subject to satisfactory references and security screening in accordance with BS 7858:2012.

I undertake to co-operate with the Company in providing any additional information required to meet these criteria.

I authorize the Company and/or its nominated agent, Nova Risk Management to approach previous employers, schools, colleges, universities, character referees, Government Agencies or Professional Qualification Bodies (where appropriate) to verify that the information I have provided is correct.

I authorize the Company 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 understand and agree that if so required I will make a Statutory Declaration in accordance with the provisions of the Statutory Declarations Act 1835, in confirmation of previous employment or unemployment.

I understand that some of the information I have provided in this application will be held on a computer and some or all will be held in manual records.

I consent to the Company's reasonable processing of any sensitive personal information obtained for the purposes of establishing my medical condition and future fitness to perform my duties. I accept that I may be required to undergo a medical examination where requested by the Company. Subject to the Access to Medical Records Act 1988, I consent to the results of such examinations to be given to the Company.

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 documents produced as evidence of identity and proof of residence may be examined using an Ultra violet scanner or other methods to deter identify theft and fraud. Any suspect documents will be reported to the relevant authority.

I understand that any false statement or omission to the Company or its representatives may render me liable to dismissal without notice.

INTERVIEWEE SIGNATURE:

PRINT NAME:

DATE:

INTERVIEWER SIGNATURE:

DATE:

VACANCY:

COMMENTS:

PROOF OF IDENTITY AND ADDRESS OF RESIDENCE

Please supply with this application form **COPIES** of either:

One identity document from group 1 plus any two from Groups 1 or 2 **At least one document must show your current address and at least one document must show your date of birth.**

Or

One identity document from group 2 (a) plus 2 further documents from group 2(a) or 2 (b). **At least one document must show your current address and at least one document must show your date of birth.**

Group 1 Documents:

Tick if enclosed

- Signed valid Passport of any nationality. **This is the preferred option as it will help us speed up the process.**
- Signed UK photo driving licence (**both parts** of the full or provisional licence are required).
- Valid and current Security Industry Authority (SIA) licence.
- UK original birth certificate issued within 12 months of birth.
- Biometric Residence Permit (UK)

Group 2 (a) Documents:

Tick if enclosed

- UK birth certificate (UK + CI issued more than 12 months after date of birth).
- Adoption Certificate (UK + CI)
- HM Forces ID Card (UK).
- Valid firearms licence with photo (UK + CI)
- Non-UK Photo Driving Licence (valid for 12 months after entry date to UK)
- Current UK driving licence (old style paper version).
- Marriage/Civil Partnership Certificate (UK + CI).

Group 2(b) Documents:

Tick if enclosed

- Financial statement (UK) e.g. pension, endowment, ISA –issued in last 12 months
- Benefit Statement e.g. Child Allowance, Pension – issued in last 3 months
- P45/P60 statement (UK + CI) issued in the last 12 months.
- EU National ID Card
- Bank or building society **statement** issued to your current address, less than three months old. (UK + CI or EEA)
- Mortgage statement (UK or EEA) issued in the last 12 months.
- Utility bill (gas, electric, telephone, water, satellite, cable- **not** mobile phone) issued to your current address within the last three months. **You can only use one utility bill.**
- Bank / Building Society Account Opening Confirmation Letter (UK)
- British work permit /visa (UK Residence Permit – valid to expiry date) issued in last 12 months.
- Letter from H.M. Revenue & Customs, Department of Work and Pensions, employment service, or local authority issued within the last three months.
- A credit card statement (UK or EEA) sent to your current address within the last three months.
- Council Tax statement issued in the last 12 months.
- Cards carrying the PASS accreditation logo (UK + CI)