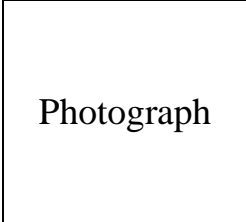




**APPLICATION FOR EMPLOYMENT**



Please answer all questions using **BLOCK CAPITALS**.

If any entry is inapplicable insert "NO" or "N/A"

Please Tick (✓) appropriate boxes:

A Complete 5 Year History Is Required by BS 7858:2012

**PERSONAL INFORMATION: Please bring Birth/Naturalization Cert./Work Permit to interview**

Title: Mr [ ] Mrs [ ] Miss [ ] Ms [ ] Surname..... Forenames: .....

Previous Surname (including Maiden name): .....

Address: .....

Postcode: ..... How long have you lived at this address: .....

Telephone Nos. Home: ..... Mobile: .....

Date of Birth: ..... Place of Birth: ..... Nationality: .....

If not born in UK, state where: .....

Are you subject to Immigration Control? Yes [ ] No [ ]

If yes, do you have an unrestricted entitlement to take up employment in the UK? Yes [ ] No [ ]

Marital Status: Married [ ] Single [ ] Divorced [ ] Separated [ ] Widowed [ ]

Name and Address of Next of Kin: .....

..... Relationship: ..... Tel no: .....

Do you require full time or part time work? Full time [ ] Part Time [ ] Either [ ]

**BACKGROUND INFORMATION Please bring Driving License to your interview**

National Insurance No: [ ] [ ] [ ] [ ] [ ]

Do you hold a full UK Car Driving License: Yes [ ] No [ ] License No: .....

Do you own your own transport: Yes [ ] No [ ] Do you have any motoring offences: Yes [ ] No [ ]

If yes please give details: .....

*Please continue on separate sheet if necessary.*



**Do you hold a current SIA License?** Yes  No

If yes, SIA License. No: ..... Expiry Date: .....

Do you hold a First Aid Certificate under the Health & Safety at Work Act? Yes  No

Expiry Date: .....

**BANK DETAILS**

Bank	A/c	Number.....	Sort
Code.....			
Name of Bank.....		Name of A/c Holder.....	

**PHYSICAL RECORD**

Sex: Male  Female  Weight: ..... Height: ..... Colour of Hair: .....

Colour of Eyes: .....

Have you normal vision in both eyes:

Without Glasses: Yes  No  With Glasses: Yes  No

Have you a normal Sense of Smell: Yes  No

Name & Address of GP: .....  
.....

May we request information from him/her if necessary Yes  No

**CRIMINAL/DISMISSAL RECORD**

Have you ever been convicted or cautioned for any criminal offence and are there any pending prosecutions or summonses? Yes  No

If yes, please give details.

Have you ever been declared bankrupt and do you have any outstanding court judgements for debt? Yes  No



If yes, please give details.

Date		Offence (indicate Conviction/Caution/Pending/Bankrupt/Debt)	Sentence

*Please continue on separate sheet if necessary.*

Have you ever been dismissed for misconduct by an employer? **Yes** [ ] **No** [ ] If yes give details & dates:

.....

**Has any order been made against you by a Civil or Military Court or Public Authority? Yes** [ ] **No** [ ]

If yes give details: .....

**PERSONAL REFERENCES**

Please give the names, addresses and occupations of two persons who have known you for **2 years** and who are not related to you to whom reference may be made:

<b>Name</b>			
<b>Address</b>			
<b>Postcode</b>		<b>Tel no.</b>	
<b>Occupation</b>			
<b>How long known</b>			

<b>Name</b>			
<b>Address</b>			
<b>Postcode</b>		<b>Tel no.</b>	
<b>Occupation</b>			
<b>How long known</b>			



**EMPLOYMENT RECORD**

**(Your application will not be considered if this section is not fully completed)**

Please show **ALL** periods of **employment** and **unemployment** covering the last **FIVE YEARS** give reasons for gaps between employment periods. (Please show current/most recent employment first)

Dates (Month & Year)	Name & Address of Employer or Unemployment Office (including Postcode)	Telephone No. & Contact	Job Title and Reason for Leaving	Office Use Only		
				date & contact	from/to	init
<b>1 From</b>			<b>Job</b>			
<b>To</b>			<b>Reason</b>			
	<b>Postcode</b>					
<b>2 From</b>			<b>Job</b>			
<b>To</b>			<b>Reason</b>			
	<b>Postcode</b>					
<b>3 From</b>						
<b>To</b>			<b>Job</b>			
	<b>Postcode</b>		<b>Reason</b>			



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## **WORKING TIME DIRECTIVE**

This agreement is made between **Brits Security & FM Limited**

&

Employees Name:

Payroll Number:

The Working Time regulations 1998 provide that the average working week, including overtime shall not exceed 48 Hours.

I only agree to work the expected shift pattern of an average of 56 hours (fifty-six hours) over a seven-day shift pattern averaged over seventeen weeks. Any additional hours of work required to the above are to be considered as EXTRA working hours and are to be agreed by the employee. Other than the above, all my statutory rights as an employee remain in place. The company and the employee agree that this limit (48 hours) shall not apply to the employee. This agreement will remain in force indefinitely. The employee or the company may terminate this agreement at any time by giving not less than 1 month's written notice to the other.

### **DECLARATION**

- I understand that my employment is subject to satisfactory vetting and references in accordance with BS 7858:2012
- I undertake to co-operate with Brits Security & FM Limited in providing additional information required to meet these criteria I authorise Brits Security & FM Limited and/or its nominated agent to approach previous employers, schools/colleges, character references or government agencies to verify that the information I have provided is correct.
- I authorise Brits Security & FM Limited 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 that some of the information I have provided in this application will be held on computer and some or all will be held in manual records in accordance with the Data Protection Act 1998. I am aware that the Company is registered with the Information Commissioners Office for Data Protection purposes. I am aware of the following eight Data Protection Principles
  1. Personal data shall be processed fairly and lawfully and in particular, shall not be processed unless
    - (a) At least one of the conditions in schedule 2 of the Act is met and
    - (b) In the case of sensitive personal data, at least one of the conditions in schedule 3 is also met.



2. Personal data shall be obtained for only one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
  3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
  4. Personal data shall be accurate and, where necessary, kept up to date.
  5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
  6. Personal data shall be processed in accordance with the rights of data subjects under this Act.
  7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
  8. Personal data shall not be transferred to a country or territory outside the European Economic area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.
- I consent to the Company’s reasonable processing of any sensitive personal information obtained for the purposes required 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 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 hereby declare that the information I have provided is current and truthful and that any false statements on this Application Form shall be considered cause for dismissal.
  - I hereby certify that I have completed this Application Form myself and that I have read and understood and agree to abide by the above declaration.

**Signature of applicant:** ..... **Date:** .....

May we approach your present employer for references immediately **Yes** [ ] **No** [ ]

*(Note: your present employer will not be approached without your permission)*

Email: .....