

**APPLICATION
FOR EMPLOYMENT
PRIVATE AND
CONFIDENTIAL**



CONSTANT SECURITY
SERVICES LTD
Constant House,
Cliff Street,
Mexborough,
South Yorkshire
S64 9HU

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|--------------------------------|--|
| Application for Employment as: | How did you hear about this vacancy? Constant member of staff?- Name: Other: |
|--------------------------------|--|

Please complete this form in your own handwriting using ink in block capitals. Do not leave blank spaces, if an entry is inapplicable insert No or Nil. If there is insufficient space to provide a full answer please use a separate piece of paper.

1. Personal Information

| | |
|---|-----------------------------------|
| Surname | Previous Surname(s) |
| Forenames | Aliases |
| Nationality | National Insurance No. |
| Email Address | Date of Birth |
| Current Address | |
| Post Code | |
| Home Telephone No. | Mobile Number |
| Do you hold a current Driving Licence (Please circle) Yes No | How long held? Licence Number: |
| Do you have access to a vehicle? (Please circle) Yes No | Details of any endorsements |

2. Work Permits

| | | |
|--|-----------|---------------------|
| Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK? | Yes No | If yes give details |
| If you are successful in your application would you require a work permit to work in the UK? | Yes No | |

3. Licencing

| | | |
|------------------------------------|----------------------------------|----|
| Do you hold a current SIA licence? | Yes | No |
| Licence Type | Licence Number: Renewal Date: | |
| Licence Type | Licence Number: Renewal Date: | |

4. Employment Record

Please take great care in entering the full postal addresses and employment dates, inaccuracies may lead to a delay in your employment. You must give, in date order, details of every job you have had for the last ten years, or since you left full time education. For any period of unemployment give the address of the office to which you reported and dates. Give all details of all schools or colleges attended during the past ten years.

| Employer's Name and Address | Person to whom you reported | Dates Month/Year From/To | Position Held | Reason for Leaving |
|-----------------------------|-----------------------------|--------------------------|---------------|--------------------|
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| | | | | |
| | | | | |
| | | | | |
| Name of school or college | Name of tutor | Dates | Course Taken | Reason for Leaving |
| | | | | |
| | | | | |
| | | | | |

If you have been self-employed give the names and address of two persons who can confirm this. They may be firms with whom you have traded, your solicitor or accountant.

| Trade references | How long known (Month/Year) | Occupation or Business |
|------------------|-----------------------------|------------------------|
| Name Address | | |
| Name Address | | |

5. Service record

| | | |
|-----------------------------------|--------------------|----------------|
| Have you ever served in HM Forces | Yes | No |
| Date joined | Date discharged | Conduct Record |
| Regiment | Branch or Division | |
| Rank | Service Number | |

6. Educational, Professional, Technical or Linguistic Qualifications

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|--------------|
| Give details |
|--------------|

7. Details of any First Aid Qualifications

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| Give details of any First Aid qualifications |
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8. Background Information

Subject to the Rehabilitation of Offenders Act, have you ever been:

| | | | |
|--|-----|----|----------------------------------|
| Conditionally Discharged | Yes | No | If yes to any, give details here |
| Cautioned | Yes | No | |
| Discharged on payment of costs | Yes | No | |
| Fined | Yes | No | |
| Placed on Probation | Yes | No | |
| Sentenced to imprisonment | Yes | No | |
| Or had any order made against you by a civil, military court or public authority | Yes | No | |
| Do you have any prosecution pending | Yes | No | |
| Are there any alleged offences outstanding against you | Yes | No | |
| Have you ever been declared bankrupt | Yes | No | |
| Have you been entered into an individual voluntary agreement (IVA) in the last 6 years | Yes | No | |
| Are there any outstanding County Court judgements (CCJ's) against you | Yes | No | |
| Are there any satisfied CCJ's against you in the last 6 years | Yes | No | |

9. Residence

| | | |
|--|-----------|----------------------|
| Have you spent 6 consecutive months or more outside of the UK in the past 5 years? | Yes No | If yes, give details |
| Give details of any addresses held over the past 5 years | | |
| From | To | Address |
| | | |
| From | To | Address |
| | | |
| From | To | Address |
| | | |
| From | To | Address |
| | | |
| From | To | Address |
| | | |
| From | To | Address |
| | | |

10. Next of Kin

| | |
|------------------|-----------|
| Name | Address |
| Relationship | |
| Telephone Number | Post code |

11. Equal Opportunities

You are not required to provide the information requested below. If you choose to do so it will not be used to influence our considering of your employment offer in any way. Any information you do provide in this section will be used solely to monitor the effectiveness of our Equal Opportunities Policy.

Male Female Other

I would describe my ethnic origin as:

African/Caribbean European Asian UK/ Irish Other (please specify)

Screening Declaration and Privacy Notice.

Please read carefully before signing.

I understand that employment with Constant is subject to satisfactory references and security screening in accordance with BS 7858.

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

I authorise Constant to approach my current employer, previous employers, schools, colleges, government agencies to verify that the information I have provided is correct;

I authorise Constant to make a consumer information search and ID check with a credit reference agency, who will keep a record of that search in line with current legislation;

I understand that the Company will examine documentation provided to establish proof of identity and residence by an ultra violet scanner to deter identity theft and fraud. Any documents presented which appear to be forgeries will be reported to the relevant authority

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 un-employment.

Criminal Background Check

Statement to be signed.

You are applying for a position of trust and in the event of being offered employment by Constant we may apply for a criminal background check. All this data will be subject to the provisions of the Rehabilitation of Offenders Act 1974. By signing this statement, you agree, when requested, to provide a copy of the criminal record certificate.

I hereby certify that, to the best of my knowledge, the details I have given in my screening form are complete and correct.

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

I confirm I have read and understood the privacy policy and I am now subject to screening prior to employment under BS 7858

Full Name (In capital letters):

Applicant Signature Date

PRIVACY NOTICE: General Data Protection Regulation (GDPR)- data protection regulations for the processing of personal data

Through completing this application form you have provided your name, address, driving licence details, SIA licencing information (if applicable), your work history and service record history (if applicable). All this personal data will be processed based on being necessary for the legitimate interest to develop the business through recruitment.

You have also provided your National Insurance number, nationality and work permit information this will be processed as part of a legal responsibility for the employment of staff.

As part of recruitment into the security industry and to meet the requirements of licencing under SIA we have asked that you provided details regarding any criminal and financial history you may have. All this data will be subject to the provisions of the Rehabilitation of Offenders Act 1974.

Any data you provide will not be disclosed to anyone and will only be retained if you are contacted for interview. If you are not contacted the data will be deleted unless you wish for us to retain for an additional 6 months to process for future job opportunities (if this is the case please tick the box below).

If you are contacted the data you have provided will be processed for the purposes of screening which is a contractual obligation of employment within the security industry (BS 7858).

Any data you provide will not be disclosed to a third party unless required to comply with a legal obligation for example a police investigation. The data will only be retained if you commence employment, if you do not the data will be deleted. This data along with the application form will be retained for the duration of employment and for 6 years after employment terminates.

You have a right to review and amend any data held by Constant Security Services, if you wish to do so please contact us in writing.

For more information on lawful bases for processing, please follow this link to the Information Commissioner's Office website: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/>

I have read and understand the privacy notice about the information I have provided in my application form.

Applicant Signature Date

I wish for you to keep my application on file for future employment opportunities