

First Response Security Team Ltd.

Dear

Please complete the application form and attach the following:

- 1. copy of passport**
- 2. copy of SIA badge**
- 3. 1 x passport size photograph**
- 4. 2 x proof of address**
- 5. copy of First Aid Certificate**

Thanks

Operations Manager

[Name]

First Response Security Team Ltd. – Mission Statement

- Strive to provide the most cost effective security solutions whilst maintaining a high quality of service.
- To uphold the highest standards of integrity in all our dealings with clients and the public at large.
- Aim to provide employment opportunities throughout the UK.
- Security officers not only present the public face of the company but they form the very foundations upon which it is built, therefore their welfare is held in high regard by the company.
- It is through the provision of well trained, highly professional staff that First Response Security will continue to provide the finest quality professional services to clients.
- To continually strive to raise standards within the company and security industry as a whole

First Response Security Team Ltd. – Values

- Succeed
- Society
- Superior
- Hassle-free
- Guaranteed peace of mind

Employment Application



Candidate Name: _____

National Insurance No: _____

S.I.A. licence No: _____ **Expires on:** / /

Providing false information with the aim of securing employment could lead to charges of obtaining pecuniary reward by deception Theft Act 1968 - section 16.

PLEASE COMPLETE ALL SECTIONS IN CAPITAL LETTERS

Personal Details

Mr/Mrs/Miss/Ms (Or other title).....Surname.....

Forenames.....

Previous Surname (Changed by marriage, deed poll etc.).....

Date Name changed and reason...../...../.....

Present Address.....

.....

.....Postcode.....

Previous Address if less than 3 years Address.....

.....

.....Postcode.....

Home Phone No..... Work Phone No.....

Mobile Phone No.....e-mail address.....

Nationality.....

Are you subject to Immigration control YES / NO

If yes do you have unrestricted entitlement to take up employment within the UK YES / NO

Do you have student visa YES / NO

Date of entry (or re-entry) into the UK...../...../.....

Height.....Weight.....Colour of Eyes.....Colour of Hair.....

Distinguishing marks or scars.....

Nat. Ins. No..... Marital Status Married / Single /Divorced/Separated

Next of Kin.....Relationship.....

Contact Numbers.....

Number of Dependants..... Ages.....

Do you own a car/motor cycle? Make.....Model.....Registration No.....

Do you hold a current full UK driving licence? YES NO Number.....

Date of Issue.....Give details of endorsements below:

Partner/Wife/Husband Details

Mr/Mrs/Miss/Ms(Or other title).....Surname.....

Forenames.....

Previous Surname (Changed by marriage, deed poll etc.).....

Date Name changed and reason...../...../.....

Present Address.....

.....Postcode.....

Previous Address if less than 3 years Address.....

.....Postcode.....

.....

Home Phone No..... Work Phone No.....Extension.....

Mobile Phone No..... e-mail address.....

Nationality.....

Are they subject to Immigration control YES NO

Date of entry (or re-entry) into the UK...../...../.....

Nat. Ins. No..... Marital Status Married / Single /Divorced/Separated

Number of children..... Ages..... Do they live with you Yes/No

Subject to the Rehabilitation of Offenders Act please answer the following questions:

Please circle correct answer:

Have you ever been cautioned by the Police? YES NO

Have you ever been prosecuted for a criminal offence or are there any prosecutions pending? YES NO

Have you ever been prosecuted for a motoring offence or are there any prosecutions pending? YES NO

Have you ever been a party to an action in any court or tribunal? YES NO

Have you ever been declared bankrupt or made a deed by arrangement?YES NO

Have any orders been made against you by a Civil or military Court or Public Authority YES NO

If the answer to any of the above questions is 'YES', give full details below:

EMPLOYMENT/UNEMPLOYMENT HISTORY FOR 5 YEARS.

- For each previous employer please provide the information requested below.
- If you have been unemployed, please supply details of the unemployment benefit office and dates that dealt with your claim & any reference number you may have.
- Please do not leave gaps in dates – we must have a continuous record for the last FIVE years.
- Any gaps in history will result in a delay in processing your application
- Please include full school & college details if attended within the last FIVE years.
- Please continue on a separate sheet if necessary.

Ref No.	Employers Full Name, Address & Telephone / Fax numbers/e-mail Or Unemployment Office/Job Centre/DSS Office	Position Held Salary	Start Date	Leaving Date	Reason for Leaving
Most Recent Employment					
2.					
3.					
4.					
5.					

6.					
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Ref No.	Employers Full Name, Address & Telephone / Fax numbers/e-mail Or Unemployment Office/Job Centre/DSS Office	Position Held Salary	Start Date	Leaving Date	Reason for Leaving
7.					
8.					
9.					
10.					
11.					
12.					

• YOU MUST HAVE COMPLETED THIS SECTION AS FULLY AS POSSIBLE – EVEN IF YOU WERE OUTSIDE THE UK FOR ANY PERIOD IN THAT TIME YOU MUST GIVE US DETAILS.

ARMED SERVICE/ POLICE SERVICE PARTICULARS:

Regiment/Force etc.....Rank.....Date joined.....

Date discharged/retired.....No.....

Conduct (Ors only, as shown in Discharge Document).....

FULL TIME AND ANY PART TIME SPECIALIST COURSES ATTENDED & DETAILS OF PROFESSIONAL QUALIFICATIONS OBTAINED (EG. NVQ, CITY IN GUILDS ETC)

Name, Address & Fax/Phone of School	<p style="text-align: center;">Date</p> <p>From To</p>	Standard or results/ certificate number/reference number
<p>Name, Address & Fax/Phone of University/College</p> <p>Course Taken.....</p>	<p style="text-align: center;">Date</p> <p>From To</p>	Standard or results/ certificate number/reference number
<p>Name, Address & Fax/Phone of University/College</p> <p>Course Taken.....</p>	<p style="text-align: center;">Date</p> <p>From To</p>	Standard or results/ certificate number/reference number
<p>Name, Address & Fax/Phone of University/College</p> <p>Course Taken.....</p>	<p style="text-align: center;">Date</p> <p>From To</p>	Standard or results/ certificate number/reference number

PLEASE CONTINUE ON A SEPARATE SHEET IF NECESSARY

SELF EMPLOYMENT:

If you have been self employed for any period, please give name, nature and address of your business and two business referees Accountant/Solicitor only (not included under personal referees) whom we can approach to confirm the periods stated.

Please note the following must be supplied for each period of self-employment please continue on a separate piece of paper if necessary.

Name and address of Business

.....

Nature of Business

.....

From..... To.....

Referee 1: Name and Address

.....

Profession.....

Referee 2: Name and Address

.....

Profession.....

PERSONAL REFEREES:

Please provide 2 personal references that you have known for at least 2 years in last 5 years and are not your relatives or former employers or resident on same address.

Referee 1: Name and Address

.....

Postcode.....

Tel.....

Profession.....

.

How long known.....

Referee 2: Name and Address

.....

Postcode.....

Tel.....

Profession.....

.

How long known.....

Declarations

I certify that to the best of my knowledge, the information that I have given in my application for employment is true and complete and understand that any false statement or omission to First Response Security Team Ltd or its representatives may render lead to termination of employment without notice.

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 authorise First Response Security Team Ltd or its nominated agents to carry out financial history check /credit check and approach Government agencies, former employers, educational establishments, criminal justice agencies and personal referees for information relating to and verification of my employment/unemployment record.

I consent to First Response Security Team Ltd reasonable processing of any 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 First Response Security Team Ltd Subject to the Access to Medical Reports Act 1988, I consent to the results of such examinations to be given to First Response Security Team Ltd and authorize First Response Security Team Ltd . 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 further declare that any documents that I provide as proof of my identity, proof of address, proof of right to work and any other documents that I provide are genuine and give my consent for these documents to be examined under a UV scanner or similar device. I acknowledge that any falsified documents may be reported to the appropriate authority.

Data Protection Act 1998

First Response Security Team Ltd will use the information you have given on your application form (together with any information which we obtain with your consent from third parties) for assessing your suitability for employment. It may be necessary to disclose your information to our agents and other service providers. By returning this form to First Response Security Team Ltd you consent to our processing personal data about you where this is necessary, for example information about your credit status, ethnic origin or criminal offences. You also consent to the transfer of your information to your current and future potential employers where this is necessary (this may be to companies operating abroad if you apply for work outside of the United Kingdom).

Your information will be held on our computer database and/or in our paper filing systems. By signing below, you agree to this process and confirm that you do not have a criminal record subject to the current

Rehabilitation of Offenders Act and any amendments. You have the right to apply for a copy of your information (for which we may charge a small fee) and to have any inaccuracies corrected.

Disclosure

You are applying for a position of trust and in the event of being offered employment by First Response Security Team Ltd we may apply for a Disclosure. However, having a criminal record does not necessarily bar you from employment. For more information, ask a member of staff for a copy of the CRB Code of Practice/Disclosure Scotland and/or Company our policy statement regarding ex-offenders. Disclosure information is treated in a sensitive way and is restricted to those who need to see it to make a recruitment decision. By signing this document, you allow First Response Security Team Ltd to see a copy of the Disclosure. The Disclosure information is not retained i.e. it is disposed of within the timescales recommended in the CRB Code of Practice. By signing below, you agree to this process.

Screening

Any offer of employment is subject to satisfactory screening, that the applicant consents to being screened and will provide information as required. That the information provided is correct, and the applicant acknowledges that any false statements or omissions could lead to termination of employment.

I confirm that my consent is explicit, fully informed and freely given for the purposes of this job.

Applicant Name: _____ **NI Number:** _____

Applicant Signature: _____ **Date:** _____