

Please attach 2
passport size
photographs
here

Job Application Form for non- licensed staff

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MANDATORY INFORMATION

Please read through carefully the below information and full application form before you begin filling it in. Secure-Ops screen all applicants as per screening requirements of British Standard 7858:2019

Please complete this Application Form in **BLOCK CAPITALS**.

ALL questions are mandatory - if a question or section does not apply to you, insert 'N/A'.

Please ensure that All character referees and previous employers' details are completed as they will be contacted during screening process before the commencement of employment, any incomplete or wrong information will result in rejection of your job application or delay in commencement of your employment.

Personal Information

Title:	
First Name:	
Middle name:	
Last Name:	
Mobile Number:	
Landline Number:	
Email address:	
Date of Birth:	

Position applied for: _____

NI Number :	___/___/___/___/___
Address:	
Postcode:	
Nationality:	
Visa Type & expiry	
Marital Status:	

As part of screening as per British standard of BS7858, we require their mother maiden name which is the name of the mother when she was unmarried, we need this to carry out DBS checks as part of our screening requirements. _____

Previous Addresses

If you have lived at the above address for less than 5 years please provide previous addresses for 5 years

ADDRESS:	FROM (DATE):	TO (DATE):

Next Of Kin Information

Please provide details of a person who can be contacted in case of an emergency:

Full Name		Address	
Relationship			
Mobile		Postcode	
Landline Tel:			

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Bank/Building Society Details:

Your wages, plus any expenses (if and where applicable) that are due will be paid into the bank account / building society provided below:

Bank Name		Account Name:	
Account Number:		Sort Code:	

Offences, Cautions and Convictions

NB. Disclosure is not required where there is a conviction, caution, reprimand or final warning which is classified as "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (As amended in 2013). Failure to disclose an unprotected conviction may result in summary dismissal.

Please note that misrepresentation, or failure to disclose material facts, either during application or throughout employment could constitute grounds for withdrawal of an employment offer or termination of employment and or legal actions.

If you are unclear about any of these questions ask the Interviewing Officer or contact Head Office.

Do you have any civil court proceedings/individual voluntary arrangements against you or proceedings/arrangements pending or satisfied?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been convicted of any offence by a civil or criminal court? (including driving convictions) Please answer yes even if they are spent.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you been formally cautioned by the Police?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you aware of any Police investigation in which you may be involved?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If the answer to any of the above questions is YES, please give details stating Offence, Sentence and Date of conviction / caution:

Financial BS 7858 vetting Standard requires us to conduct financial check with a credit reference agency.

Have you ever been declared bankrupt or insolvent?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever received a County Court Judgement or proceedings? (Scottish Decree) over £10,000? Please answer yes even if they are spent CCJ (s).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If the answer to any of the above questions is YES, please give details stating Court date(s), amount(s) and if the matter has been resolved or is on-going:		

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Employment History

1. State all periods of employment, unemployment, self-employment, education, etc for the last 5 years. Starting with the most recent and working backwards. There can be no gaps greater than 31 days between jobs, etc when listing your activities over the past 5 years.
2. For any periods of unemployment, state the address of the Unemployment Benefit Office at which you reported to and the type of benefit claimed, i.e. Job Seekers Allowance, Incapacity Benefit, etc.
3. If not in employment, self-employment, education and not registered unemployed please state what you were doing i.e.; Full time House Wife/husband, living with parents, travelling, etc.
4. If you have been self-employed or a company director during the last 5 years, we will require the names of 2 individuals who can confirm the details of this and preferably the following; HMRC/Accountants/Solicitors /Trade or Client references.

Your Security Screening cannot begin if you fail to fully complete this section of the Application Form

Current / Present / Most Recent				
Employer Name:				
Address:				
Employment Dates:	From:		To:	
Contact Person:			Contact Number	
Email Address:				
Previous/Current job title:			Is employer still trading /active?	
Can employer be contacted now	Yes / No. If No, when they can be contacted?	Reason for Leaving:		
Employer Name:				
Address:				
Employment Dates:	From:		To:	
Contact Person:			Contact Number	
Email Address:				
Previous/Current job title:			Is employer still trading /active?	
Can employer be contacted now	Yes / No. If No, when they can be contacted?	Reason for Leaving:		
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Can employer be contacted now	Yes / No. If No, when they can be contacted?	Reason for Leaving:	
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PERSONAL REFEREES

Please give names and contact details of two people (not related to you, or living at the same address, or former employers, or related to each other), who have known you for at least 2 years, who can provide a character reference. These should not be ex or current managers or anybody that may provide an employment reference. Please ensure you include at least a Mobile Number and E-Mail for each referee.

Please inform each referee that we will be in contact.

Full Name		Full Name	
Address		Address	
Postcode		Postcode	
Tel No		Tel No	
Email		Email	
Relationship		Relationship	
No. of year Known		No. of year Known	

EDUCATIONAL INFORMATION

Please provide the name(s) and address (es) of schools/colleges/universities attended. Only applicable, if in the last 5 years:

SCHOOL / COLLEGE / UNIVERSITY	DATES	COURSES TAKEN
	From: _____ To: _____	
	From: _____ To: _____	
	From: _____ To: _____	

PERSONAL SUMMARY / ADDITIONAL INFORMATION

Please describe in a few lines why you believe that you can add value to the Secure-Ops Team. Use this space to say anything you want about yourself or to describe any relevant skills you might have.

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Data Protection Act 1998

The Data Protection Act 1998, which came into force in March 2000 carries forward the elements introduced in 1994 and imposes stringent requirements that any organisation holding personal data must comply with. The Act has many requirements, in the case of our company or outsource company obtaining and receiving personal data for the purpose or referencing it is necessary for you to have given written consent.

Application form Declaration

Please read this carefully before signing

I certify to the best of my knowledge the information that I have given is true and complete. I understand that any false statement or omission may render me liable to prosecution or dismissal without notice.

I understand that employment with Secure-Ops Ltd is subject to satisfactory references and security screening in accordance with BS7858 and undertake to co-operate with the company in providing any additional information required to meet BS7858 criteria.

For our non-SIA staff, we carry out DBS checks as part of screening process and check their suitability for the position, for that reason, your details will be passed on to DBS authorities for the background checks.

I understand and agree that if so required I will make a Statutory Declaration in accordance with the provision of the Statutory Declarations Act 1835, in confirmation of previous employment 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 Secure-Ops Ltd reasonable processing of any sensitive personal information obtained for the purpose 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.

Authorisation to obtain information

I authorise Secure-Ops Ltd and or, its nominated agent to approach previous employers, schools /Colleges, character references and government agencies to verify that the information I have provided is correct I authorise Secure-Ops Ltd and or, its nominated agent to make a consumer information search with a credit reference agency and a sanction list checks, records of these searches will be kept and may be shared with other credit reference agencies.

Print Name:....., **Signature :**..... **Date:**.....

DOCUMENTS FOR SCREENING PURPOSE.

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All Personal data will be used for the purpose of security screening. All documents that are submitted to establish your identity and proof of residence may be checked using ultra violet scanner or other method to deter identity theft and fraud.



Any original identity documents that appear to be forgeries will be reported to the relevant authority.

Proof of Identity, Address of Residence, SIA And Tax Documents

As part of the vetting, please send us COPIES of following documents with your application form and bring the ORIGINAL documents when you come for an interview:

ONE document from following list (with your name and date of birth) to prove your identification:

- Valid passport for British & EEA nationals.
- For non-EEA national, then passports in combination with a Biometric Residence Permit or current work permit/visa.
- Original UK birth certificate (issued within 12 months of date of birth, full or short form acceptable)
- UK Driving Licence Full or Provisional – England/Wales/Scotland/Northern Ireland/Isle of Man; photo card

TWO documents as proof of your address (documentation must be less than 3 months old, and have your name and current address. Please note, payslips/P60's from previous employers, and mobile phone bills are not accepted.

- Bank / Building Society / Credit card statement Document
- Financial statement (e.g. pension, endowment, ISA)
- Utility bill/statement (e.g. electricity, gas, water, landline telephone, TV licenses)
- Mortgage statement
- Personal correspondence/notification/document from a Government Department (e.g. HMRC, Council Tax, Benefits Agency, etc)
- Valid and current Security Industry Authority (SIA) Licence, and corresponding course certificates

P45 from your most recent employer; this will enable us to pay you correctly. If you do not have a P45, we will provide you with a P46 form to complete

Please note: mobile phone contracts, tenancy agreements, insurance documents, payslips/p60' from previous employers, etc, are not accepted as proof of address documents.