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Important Information

Please answer all sections in this Application Form. Your application form must be filled in correctly before we can process it. Many of the applications that we receive are returned to applicants or rejected causing delays due to errors. Do not leave any parts of the form blank. Check carefully to make sure that you have not missed out any required information. Please note you will be required to bring original copies of your submitted documentation at time of interview.

Check List

Before sending this Application to the above address, please check you have done the following:

- Submitted your P45 (for students please notify HR department if you require a P38)
- Filled all sections of the Application Form.
- Provided 3 personal referees.
- Provided all details of your Employment History of the last 5 years, or since you have left full time education.
- Signed, Printed and dated the Health Declaration.
- Signed, Printed and dated the Declaration & Data Protection Form.
- (If you have an SIA License) Copy of your SIA License, accompanied by training certificates and disclosure form.
- Signed P46 form if P45 is not submitted.

Supporting Documents

We will only accept exactly what is stated below and on page 8. Make sure you enclose the correct supporting documents.

Before sending this Application to the above address, please check you have enclosed the following:

- 2 Passport style photographs.
- Provide identification with confirmation of your address (eg Bank Statement, Utility Bill etc)
This identification should be no more than 3 months old.
- Evidence of National Insurance (eg NI Card, P45, P60, Original letter from a governing body)
- A copy of one of the original documents stated in LIST ONE (see page 9)
- A copy of a contract or letter or evidence that you are studying, confirming dates that support your Student Visa (if applicable)

If you are unable to produce any documents from LIST ONE you MUST provide one document from LIST TWO (First Combination) or one document from LIST TWO (Second Combination)

- A copy of one of the original documents stated in LIST TWO/First Combination.
- A copy of one of the original documents stated in LIST TWO/Second Combination.

Remember!

Incomplete Application Forms will not be processed, failure to complete all questions will jeopardise the position you are applying for.



Secure-Ops

STRICTLY CONFIDENTIAL

Application for Employment

PLEASE COMPLETE IN BLOCK CAPITALS USING BLACK INK

Position applied for: Where did you see this vacancy:

Surname: Title: Mr. Mrs. Miss Ms

First Name (s): NI Number : __ __ / __ __ / __ __ / __ __ / __ __

Maiden/Former name (list all previous first names and surnames)

Current Address:

Postcode:

Please state ALL previous addresses where you have lived for the past six years, continue on a separate sheet if necessary:

Previous Address 1:

Postcode:

Previous Address 2:

Postcode:

Date of birth: Nationality:

Home Tel Number: Mobile Tel Number:

Email: Marital Status:

Emergency Contact Name: Relationship :

Address:

Postcode:

Home Tel Number: Mobile Tel Number:

Have you got SIA License: Yes / No If Yes, License type: DS / SG / CP / CCTV

License No: License Expiry:

Have you got right to work in the UK: Yes / No If yes which visa you hold:

Equal Opportunities Policy

We are an organisation committed to practicing the principles of Equal Opportunities and endeavour to remain totally fair and unbiased in all aspects of treatment towards our employees. Our recruitment and selection process is based solely upon whether an applicant is the best person for the job and that their skills and experience are appropriate to, and continue to be appropriate to, the requirements of the position.

Have you ever been fined or imprisoned, placed on probation, discharged on payment of costs Or had any order made against you by a criminal, civil or military court or public authority? Yes / No

Are there any Prosecutions pending against you? Yes / No

Do you have any outstanding County Court judgements against you ? Yes / No

Do you have any Bankruptcy Proceedings against you ? Yes / No

Are you or have you been the subject of an exclusion order from Football League or Premier League Football Ground? Yes / No If yes, please provide details)

Do you have a full UK valid driving license: Yes / No

Do you have your own transport: Yes / No

Please give details of any sickness/absence from work which has occurred in the last two years.

Number of occasions: Total number of days:

If you wish to clarify the reason for absence please state below:

Health Declaration

Due to the nature of the industry it is important that all staff are in good health to carry out their duties. Some roles within the company also include night work. To help us to ensure you are in suitable health, please complete the following section.

Do you consider yourself to be in good health? Yes / No

Are you registered disabled? Yes / No

Do you suffer from any of the following?

Epilepsy	Yes / No	Colour Blindness	Yes / No
Asthma	Yes / No	Back trouble	Yes / No
Bronchitis	Yes / No	Vertigo	Yes / No
Diabetes	Yes / No	High Blood Pressure	Yes / No
Heart or circulatory disorders	Yes / No	Persistent headache or migraine	Yes / No
Stomach or intestinal disorders	Yes / No	History of nervous or mental problem	Yes / No
Chronic chest disorders	Yes / No	Do you have normal sense of smell	Yes / No
Any condition causing difficulty in sleeping			Yes / No
Any condition requiring medication to a strict timetable			Yes / No
Any other health factors that might affect your fitness at work (please give details)			Yes / No

I confirm that the above is correct to the best of my knowledge and that I will keep the company informed of any changes in my medical state that may affect my work.

Signature

Print Name

Date

Employment History

Starting with your **last** or **present** employer, give details of your employment history for the last 5 years, or since you left full time education. Include periods of self-employment & military service. For any periods of unemployment give details of the DSS office to which you reported. There should be no gaps of dates more than a month.

IF YOU DO NOT WISH US TO CONTACT YOUR CURRENT EMPLOYER PLEASE TICK HERE

If the above box has been ticked, we will require some proof of your employment e.g. Payslip or P60

Name and full address of current employer or name of Job Centre / DSS Office

Name:

Position held:

Month / Year

Address:

Reporting to:

From:

Basic Salary:

To:

Reason for leaving:

Tel Number:

Number of years known:

Name and full address of previous employer or name of Job Centre / DSS Office

Name:

Position held:

Month / Year

Address:

Reporting to:

From:

Basic Salary:

To:

Reason for leaving:

Tel Number:

Number of years known:

Name and full address of previous employer or name of Job Centre / DSS Office

Name:

Position held:

Month / Year

Address:

Reporting to:

From:

Basic Salary:

To:

Reason for leaving:

Tel Number:

Number of years known:

Name and full address of previous employer or name of Job Centre / DSS Office

Name:

Position held:

Month / Year

Address:

Reporting to:

From:

Basic Salary:

To:

Reason for leaving:

Tel Number:

Number of years known:

Name and full address of previous employer or name of Job Centre / DSS Office		
Name:	Position held:	Month / Year
Address:	Reporting to:	From:
	Basic Salary:	To:
	Reason for leaving:	
Tel Number:	Number of years known:	

Name and full address of previous employer or name of Job Centre / DSS Office		
Name:	Position held:	Month / Year
Address:	Reporting to:	From:
	Basic Salary:	To:
	Reason for leaving:	
Tel Number:	Number of years known:	

Name and full address of previous employer or name of Job Centre / DSS Office		
Name:	Position held:	Month / Year
Address:	Reporting to:	From:
	Basic Salary:	To:
	Reason for leaving:	
Tel Number:	Number of years known:	

Name and full address of previous employer or name of Job Centre / DSS Office		
Name:	Position held:	Month / Year
Address:	Reporting to:	From:
	Basic Salary:	To:
	Reason for leaving:	
Tel Number:	Number of years known:	

References

Give the name & address of at least two persons, who has known you well for at least 2 years, is still in contact with you & who will provide a written reference. This person should have known you for 2 years & NOT be a previous employer, relative or resident at the same address as yourself.

Name/Title:	Name/Title:	Name/Title:
Job Title:	Job Title:	Job Title:
Address:	Address:	Address:
Tel No.	Tel No.	Tel No.
Email Address:	Email Address:	Email Address:
No. of years known:	No. of years known:	No. of years known:

GENERAL EDUCATION ie: GCSE/A/AS/GNVQ Level

Name of School/College	From	To	Subject	Grade	Date

FURTHER AND HIGHER EDUCATION ie: Degree, HND, NVQ etc

Name of College/University	From	To	Subject	Grade	Date

TRAINING/COURSES Please list any training or course(s) which you have undertaken relevant to the position applied for and/or specified in the Person Specification such as Security, First Aid or Fire Fighting training.

Dates and Duration	Organising Body/Established Attended	Course Title and Type of Training

RELEVANT EXPERIENCE

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BANK/BUILDING SOCIETY ACCOUNT DETAILS

The company will not be held responsible for monies paid into the wrong account as a result of incorrect information given on this document.

Name of Account holder:

Bank/Building Society Name:

Address:

Sort Code:

Account Number:

Roll/Ref No. (Building Society Accounts):

Bank Declaration

NON EUROPEAN UNION CITIZENS MUST PROVIDE EVIDENCE OF PERMISSION TO SEEK PAID EMPLOYMENT. (Please see form attached)

I hereby authorise Secure-Ops Ltd to pay my wages into the above detailed account.

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

Signature

PRINT NAME

Date

Application Assessment (Office use only)

Assessor: _____ Date: _____

Personnel Information:

Passport Photos: Yes / No

Identification: Yes / No If no, please state requirements: _____

Are ID copies clear: Yes / No

Health Declaration signed: Yes / No

Bank Declaration signed: Yes / No

Data Protection signed: Yes / No

SIA/CRB Documentation: Yes / No

Employment History: Yes / No

Personal References: Yes / No

Interview Stage: Yes / No

Interview confirmation sent: Yes / No

Comments

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.

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 maybe 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.

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 violate 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.

All potential employees must comply by copying ONE of the original docs listed below. Please tick appropriate box to indicate which document has been provided.

List 1

- A A passport showing that the holder is a British Citizen or has a right of abode in the UK.
The following copies are required from a passport: Front Cover, page with signature, page with photo, date of expiry, endorsements & stamps. Any Visas must be accompanied by a Home Office letter
- B A document showing that the holder is a national of a EEA country (European Economic Area) or Switzerland. This must be a national passport or identity card.
- C Residence permit issued by the Home Office to a national from a EEA country or Switzerland.
- D A passport or other document issued by the Home Office which has an endorsement stating the holder has a current right of residence in the UK as the family member of a national from a EEA country or Switzerland who is resident in the UK.
The following copies are required from a passport: Front Cover, page with signature, page with photo, date of expiry, endorsements & stamps. Any Visas must be accompanied by a Home Office letter
- E A passport or travel document endorsed to show that the holder may stay indefinitely in the UK, or has no time limit on their stay.
The following copies are required from a passport: Front Cover, page with signature, page with photo, date of expiry, endorsements & stamps. Any Visas must be accompanied by a Home Office letter
- F An application Registration Card issued by the Home Office to an Asylum Seeker stating that the holder is permitted to take employment.

If appropriate documents have been produced from List 1 then there is no need to produce further documentation stated in List 2.

List 2

FIRST COMBINATION

- A Full birth certificate issued in the channel islands, Isle of Man or Ireland; OR
- B A certificate of registration or naturalisation stating the holder is a British Citizen; OR
- C A letter issued by the Home Office to the holder which indicates that the person named in it can stay indefinitely in the UK, or has no time limit to stay.
- D A full birth certificate issued in the UK, which includes the names of the holders parents; OR
- E Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay indefinitely in the UK or has no time limit on their stay.
- F A letter issued by the Home Office to the holder which indicates that the person named in it can stay in the UK and this allows them to do the type of work being offered; OR
- G Immigration Status Doc issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay in the UK, and this allows them to do the type of work being offered.

SECOND COMBINATION

- A A work permit or other approval to take employment that has been issued by Work Permits UK.

Along with a doc issued by Work Permits UK, the following docs listed in B-C must also be checked and copied

- B A passport or travel doc endorsed to show that the holder is able to stay in the UK & can take the work permit employment in question; OR
- C A letter issued by the Home Office to the holder confirming that the person named in it is able to stay in the UK and can take the work permit employment in question.