



# APPLICATION FORM

**Name** \_\_\_\_\_  
**Phone** \_\_\_\_\_  
**Passport Expire Date** \_\_\_\_\_  
**Visa Expire Date** \_\_\_\_\_  
**SIA Expire Date** \_\_\_\_\_  
**DS / CCTV / CSCS / First Aid / Others**  
**Owns Personal Car: YES / NO**  
**APPLYING FOR: SECURITY OR CLEANER**

**IMPORTANT: ALL SECTIONS MUST BE COMPLETED IN FULL. PLEASE USE BLOCK CAPITALS AND ENSURE THAT THE FOLLOWING DOCUMENTS ARE INCLUDED**

P45 copy or P46 Copy			
2 x Passport size photos			
Proof of residency - Copy of <b>Current Work permit and right to work in the UK ( Visa)</b>			
Copy of <b>Current Passport</b>			
1 Forms of identification driving licence-both parts, birth or marriage certificate			
Proof of own bank account copy/Cross check with form inside (Personal Details)			
Proof of National Insurance number Copy /Paper/ Card /Council P60			
2 x proofs of address not more than 3 months old-utility bill, NOT mobile phone bill			
Copy of SIA license and granted letter if applicable + copy of CRB			
Copy of any training certificates (First Aid, Fire Training, CCTV, Close Protection, etc. (If you have any)			
Employment Pack Completed?			
<b>Controller Name Received by:</b>	<b>Sign:</b>	<b>Date:</b>	
<b>Approved by Admin Manager:</b>	<b>Date:</b>	<b>Stamp:</b>	

**PERSONAL DETAILS FORM**

Surname	Mr / Mrs / Miss / Ms	Forenames			
Date of Birth		Place of Birth			
Marital Status: Single / Married / Widowed / Separated		National Insurance No			
Surname at Birth, if different		Nationality			
E-mail:		Tel:		Mob:	
Current Address: From: To:		Do you need a work permit to authorize you to work in this country? Yes/ No			
		Which of the cards you have? Door Supervisor: Yes/ No    CCTV: Yes/ No    CSCS: Yes/ No			
Post Code:		Bank Details:	Name of Account Holder	Sort Code	Account No
<b>List Previous Addresses for Last 5 Years:</b>					
Address:		From		To	
<b>CRIMINAL OR CIVIL OFFENCES:</b> HAVE YOU EVER APPEARED BEFORE A COURT CHARGED WITH A CRIMINAL, CIVIL OR MILITARY OFFENCE AND BEEN CONVICTED. YES / NO if answer YES please specify DO YOU HAVE ANY MOTORING OFFENCES YES/NO if answer is YES please specifying?					
SIA Number:		Expiry Date of SIA			
Passport Number:		Expiry Date of Passport			
Visa Status: (TIER1 / TIER 2/ TIER3 TIER4 / EU/ BRITISH) Visa Number		Expiry Date of Visa			
Uniform Details: Shirt/ Blouse/ Jacket: Neck Size: Chest Size: Trousers: Waist Size: Leg Length:		Next to Kin-In Case of Emergency Whom we have to contact Name: _____ Relationship: _____ Address: Phone Number:			

## EMPLOYMENT and EDUCATIONAL HISTORY:

Important Note: Please put last 5 years of employment, unemployment and educational History. Where there is a gap between jobs please complete a section for the gap and explain what you were doing during this time.

Company Name		Company Name	
Address		Address	
Email:		Email:	
Phone:		Phone:	
Position		Position	
Start Date		Start Date	
Date Finish		Date Finish	
Reason for Leaving		Reason for Leaving	

Company Name		Company Name	
Address		Address	
Email:		Email:	
Phone:		Phone:	
Position		Position	
Start Date		Start Date	
Date Finish		Date Finish	
Reason for Leaving		Reason for Leaving	

Use extra sheet if you want to complete your 5 years history or write on the back of this page.

## PERSONAL REFERENCES

Please give details of two people, other than family who have known you for a minimum of **2 years** within the past **5 years** who we can approach for a reference (can't be ex-employer). Relatives or persons living at the same address cannot be referee.

Name		Name	
Address		Address	
Email:		Email:	
Phone:		Phone:	
How long have they known you		How long have they known you	
Relationship		Relationship	

**AUTHORISATION AND COMPLIANCE**

(Please read this carefully before signing this application form)

**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 the Company 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 authorize the Company or its agents to 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 the Company's 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 the Company. Subject to the Access to Medical Reports Act 1988, I consent to the results of such examinations to be given to the Company and authorize the Company 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:** The Company 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 the Company 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.

**GDPR:** On 25th May 2018 the new GDPR Data Protection requirements come into force and we have been actively preparing for the introduction of this European Wide Regulation. It is our understandings we have joint Data Controller responsibilities under GDPR. You provided us the data in this application in the form of • Security Officer Name. • Security Officer Contact Details. • SIA Licensing Information. • Working Rights – Passports and Visas. • National Insurance and other related personal information. Data provided by you is processed under the following justification 'Legitimate Interests'. Data is retained by us for 5 years and stored on UK based cloud servers and in HR files, after which all personal information is deleted. If we do not require your information we will delete your information immediately. By signing below you are giving us permission that your personal information and HR file can be shared with our clients if required. If you do not want us to share your file with any client – please do contact us immediately and do not sign the form.

The only additional information provided by you that we process is in the form of contact details for your organisation such as e-mail addresses and mobile telephone numbers. This information is stored on our central server and software and retained only as long as you continue to provide services to our company or at-least for 5 years. Data relating to you is deleted when no longer required. If you want us not to hold any information about yourself. Please contact our Data Controller and request us in writing so we can delete your information. If you want to know what data we hold about yourself please contact us immediately and we will provide you all information we have about yourself.

You are confirming that you have read and understood our Privacy Policy and GDPR Policy and Procedure. Please do not sign this form if you have any questions and you do not understand anything.

**DISCLOSURE:** You are applying for a position of trust and in the event of being offered employment by the Company 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 the Company 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.

SIGNED..... DATE.....

PRINT NAME IN BLOCK CAPITALS .....

# TERMS AND CONDITIONS OF EMPLOYMENT / SERVICES

This Statement, together with the Handbook, forms part of your Contract (except where the contrary is expressly stated) and sets out particulars of the main terms on which you are engaged with the company

Your employment began on \_\_\_\_\_.  
No previous engagement counts as part of your period of continuous employment.

## JOB TITLE

You are working as Security Officer / Cleaner and your duties will be as advised by a HR / Director. Your duties may be modified from time to time to suit the needs of the business.

## PLACE OF WORK

You will normally be required to work at Various Sites / locations. You will not be required to work outside the United Kingdom.

## HOURS OF WORK

You are signing zero hour contracts. There is no guarantee of work – it depends upon the client requirement. You may be required to work additional hours when authorised and as necessitated by the needs of the business.

## REMUNERATION

Your salary will not be less than national minimum wage per hour payable monthly by BACS as detailed on your pay statement. Your salary is set at such a level as to compensate for the need for occasional additional hours. We have different salary structure on different sites. We will let you know about your site wage rate before commencing your work on that particular site. Your wages will not be less than National Minimum Wage in any case.

Payment Schedule: Once we receive your all time sheets we will process your payments and the wages will be transferred in your bank account on monthly in arrears 20th of the Month. Every 20th is the pay day.

## COLLECTIVE AGREEMENTS

No collective agreements directly affect your terms and conditions of employment.

## CAPABILITY AND DISCIPLINARY PROCEDURES

The disciplinary rules that form part of your contract of employment and the procedures that will apply when dealing with capability or disciplinary issues are shown under the headings "Capability Procedures" and "Disciplinary Procedures" in the Employee Handbook to which you should refer.

## CAPABILITY/DISCIPLINARY APPEAL PROCEDURE

Should you be dissatisfied with any decision to take action or dismiss you on capability/disciplinary grounds, you should apply, either verbally or in writing, to a Director within five working days of the decision you are complaining against. Further information can be found in the Employee Handbook under the heading "Capability/Disciplinary Appeal Procedure" to which you should refer.

## GRIEVANCE PROCEDURE

Should you feel aggrieved at any matter relating to your employment, you should raise the grievance with a Director, either verbally or in writing. Further information can be found in the Employee Handbook.

## NOTICE OF TERMINATION TO BE GIVEN BY EMPLOYER

Under 1 month's service - Nil.

1 month up to successful completion of your probationary period - 1 week.

On successful completion of probationary period but less than 2 years' service – 2 weeks.

2 years' service or more - 1 week for each completed year of service to a maximum of 12 weeks after 12 years.

## NOTICE OF TERMINATION TO BE GIVEN BY EMPLOYEE

Under 1 month's service - Nil.

1 month up to successful completion of your probationary period - 1 week.

On successful completion of probationary period but less than 2 years' service – 2 weeks.

2 years' service or more - 1 week for each completed year of service to a maximum of 12 weeks after 12 years.

## PAY IN LIEU OF NOTICE

We reserve the contractual right to give pay in lieu of all or any part of the above notice by either party.

## PENSION AND PENSION SCHEME

There is a stakeholder pension scheme applicable to your employment. Further details are available from a Director.

Procedures for taking of holidays are shown in the Employee Handbook to which you should refer.

In the event of termination of employment holiday entitlement will be calculated as 1/12th of the annual entitlement for each completed month of service during that holiday year and any holidays accrued but not taken will be paid for. However, in the event of you having taken any holidays in the current holiday year, which have not been accrued pro-rata, and then the appropriate payments will be deducted from your final pay.

## Contract of Services / Sub-Contract

If you are providing services to us as a sub-contractor then above clauses will not be applicable on you. Below are the highlights of your terms. Detailed Sub-Contractor Terms and Conditions are attached with this form. You can also take a copy from office if required. Following will be applicable on you.

## Payment

The contract price will be negotiated and agreed by the parties on a verbal basis from time to time. Written tenders are not required. Both parties are obliged to honour any agreed price. Payments are made on submission of an invoice/timesheet for works undertaken prepared by the Sub-Contractor.

The Sub-Contractor will not be entitled to receive any payment in respect of holidays, bank holidays, sickness, or in respect of any other reason for absence.

The Sub-Contractor is not entitled to receive any benefits of the Contractor's company or to partake in any pension run by the Contractor.

The Sub-Contractor accepts the legal risk in respect of public liability and will therefore arrange necessary cover and pay associated premiums. The Sub-Contractor will be responsible for providing his/her own personal safety equipment and that for any substitute, delegate or hired assistance.

## TAX AND N.I. ARRANGEMENTS

The Sub-Contractor is entirely responsible for his/her own tax and National Insurance arrangements. Company will not be responsible for your Tax and NI.

## Code of Conduct -Applicable on all Staff

You are required to work as per the rota given to you by the management.

You are obligated to wear Standard Security Uniform – Black Suit, White Shirt, Black Tie, and Black Safety Shoes with High Visibility (if required). You must ensure that your personal appearance and hygiene is up-to standards. Your uniform must be ironed, neat and clean. Failure to do so will result in £25.

You must attend the site 15 minutes before the shift start time.

You must book on with your manager via phone or text message. If you fail to do so you will be obliged to pay a fine of £30 and deductions could be made from your wages.

It is not permitted to leave your site unattended except break. This will result in deduction of full day wages and immediate termination. If we lose the contract due to your gross misconduct, you will be liable to bear the losses. Your wages will be cleared after considering the losses.

If you are unable to attend your shift, you must notify us 48 hours in advance so we can arrange the replacement guard. If you don't attend the site without informing us that will be categorised as a Blowout and there will be a blowout charge, which is £100, This will be deducted from your wages

We have agreement with our clients that they cannot hire any of our staff so please do not ask for jobs at our clients. In case of joining our clients without authorisation, we will deduct one-month wages from your account as an admin and compensation fee.

I confirm that I have read and understood above terms and GDPR Policy and procedure of the company.

Name: \_\_\_\_\_

Sign: \_\_\_\_\_ Date: \_\_\_\_\_