



**Application for Employment
An Equal Opportunities Employer**

Please complete the application form clearly in BLACK INK and in your own handwriting

* Some of the following questions are included to comply with BS7858

Position Applied for : Please delete as necessary	Security Officer – Mobile Response Officer – Events Officer – Office Admin Other: _____
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Date you are available to start _____ / _____ / _____	Source of Vacancy _____
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Surname	Mr / Mrs / Miss Other:
Surname at birth if different from above	Other surnames used
Forename	Middle Names
Email	Mobile
Home Telephone No	If you have not resided at this address for more than FIVE years, please provide addresses going back at least FIVE whole years Use separate sheet if required
Present Address	Previous address -
House/Flat Number	House/Flat number
Add	Add
Add	Add
Add	Add
Town/City	Town/City
Postcode	Postcode

Please complete the following

1. Have you ever :-	Been cautioned by the Police for a criminal or motoring offence? Been convicted by a court (criminal, civil, military, public authority)? Been the subject of bankruptcy proceedings? Are you subject to Immigration Control?	Yes / No Yes / No Yes / No Yes / No
2. Are any cases currently pending against you for debt, criminal or motoring offences?		Yes / No
3. Do you have and judgments against you for debt, criminal or motoring offences?		Yes / No

If your answer to any of the above is YES, please give details

Nature of offence:.....

Court.....Date.....

Sentence/Fine/discharge/payment of costs/cautions/action pending information
.....

Please give details of ANY friends or relatives employed by Security Management South West Limited
Mr / Mrs / Miss _____

Are you involved or connected to any other business **Yes / NO if yes please give details:** _____

Do you hold a current/valid UK driving license Yes / No	Do you have access to your OWN transport Yes / No
Please state ANY current endorsements you have _____	Expire / /

Private and confidential when completed



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Education and Training

If your education dates fall within the last 5 (five) years you are **REQUIRED** to enter the dates and details below

School	University / College
Add	Add
Town/City	Town/City
Postcode	Postcode
From Date	From Date
To Date	To Date

Membership of any Professional Institution or Bodies

Technical Professional Occupational or Commercial Training

Continue on a separate sheet if necessary

Awarding Body	Subject	Qualification gained

Current Valid Security Industry Licenses held

					Expiry Date
Cash and Valuables in Transit	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	____ / ____
Close Protection	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	____ / ____
Door Supervision	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	____ / ____
Public Space Surveillance	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	____ / ____
Security Guard	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	____ / ____
Key Holding	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	____ / ____

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Record of employment / Personal History

We need the details of your **CONTINUOUS** employment history over the past **FIVE** years in order to carry out our screening processes. Therefore please show **ALL PERIODS OF EMPLOYMENT** with **FULL POSTAL ADDRESSES** (including any service with Armed Forces). Periods of **UNEMPLOYMENT** must also be shown giving dates and the **FULL POSTAL ADDRESS** of the Employments Benefits Agency at which you were registered unemployed. If you were unemployed and not registered, please state "unemployed/unregistered" and give dates and details of what you were doing i.e. Job Hunting, travelling.

Please notes that all dates must include the months as well as years and are only required for the past FIVE years screening period to comply with BS 7858: current addition

Start with your present / last employer and work backwards

PLEASE NOTE : Failure to complete all the details WILL delay processing your application

Continue on a separate sheet if necessary.

Name and address of employer	Position Held
Company	Date Joined / /
Add	Date left / /
Add	Salary at Start
Add	Salary at end
Town/City	Reason for leaving
Postcode	Can we contact prior to interview YES / NO
Tel No	Point of Contact

Name and address of employer	Position Held
Company	Date Joined / /
Add	Date left / /
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SECURITY MANAGEMENT SOUTH WEST LIMITED, HQ 237 UNION STREET, PLYMOUTH, DEVON, PL1 3HQ
TELEPHONE 01752 227731 FACSIMILE 01752 227734 ONLINE INFO@SMSW.CO.UK ONLINE WWW.SMW.CO.UK
REGISTERED IN ENGLAND No 05324647 VAT REGISTERED 854846682



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Additional information

Please give any further information, which you think will help your application (including hobbies and interests). Continue on a separate sheet if necessary. **Please give details of self-employment references i.e. accountants, solicitors, Book Keeper**

Personal References

Please provide two referees who have known you (but have not lived at the same address as yourself) for the last **FIVE years** (or since you left full time education) and can confirm your employment history. **THEY MUST NOT BE EX-EMPLOYERS, NOR RELATED TO YOU, OR TO EACH OTHER**, Home addresses (opposed to work/professional) must be given.

Name	Tel No
House/Flat No	Mobile No
Add	Email address
Add	Relationship
Add	Known from / /
Town/City	Known to / /
Postcode	
Name	Tel No
House/Flat No	Mobile No
Add	Email address
Add	Relationship
Add	Known from / /
Town/City	Known to / /
Postcode	

Personal Identification

Please provide one of the following documents when attending an interview to verify your identity, please be aware that all name changes **MUST** be verified with further identification. If identification provided does not have a photograph, you **MUST** provide **TWO** photographs signed as a true likeness of you as the bearer (i.e. Doctor, Dentist, Police Officer, Teacher, Solicitor, Bank/Building Society Official)

A valid current Passport <input type="checkbox"/>	Military discharge papers <input type="checkbox"/>
An EU photographic drivers licence (A copy of the card and the paper document is needed) <input type="checkbox"/>	Birth Certificate (Ideally an original issued 6 weeks after birth) <input type="checkbox"/>
SIA licence + CRB (If provided as ID further proof may be required to work in the UK) <input type="checkbox"/>	Right to work in UK Documents <input type="checkbox"/>
Deed Poll Documents (change of name) <input type="checkbox"/>	Marriage Certificate <input type="checkbox"/>

In addition to the above please provide proof of your current address;
acceptable forms are utility bills (telephone/Water/Gas) bank statements, wage slips etc.
(documents MUST be less than three months old)

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Data Protection Act 1998 Statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment both internally and via external agencies, for example agencies handling pensions and payroll. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We will check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds or in other ways as permitted by law.

By signing the application form we will be assuming that you agree to the processing of sensitive personal data in accordance with our registration with the Information Commissioner.

Declaration

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 Declaration 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 examination 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.

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 speak to the Personnel Manager and ask to see 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 by 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 understand that if I leave the company without working, or giving the required notice And the company incurs any additional expenses from covering your duties during your notice period because you have failed to work it, then these costs will be deducted from any wages, final payments or other monies due to you and you hereby agree to such deductions as an express term of your contract of employment. I understand that if I leave the company without returning the complete uniform that was Issued to me I am liable to have deducted from my final payment the cost of the uniform or missing items.

Name _____

Signed _____

Date ____ / ____ / ____

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