



APPLICATION FORM

STRICTLY CONFIDENTIAL

PLEASE COMPLETE IN BLOCK CAPITALS USING BLACK INK – *Open with Adobe Reader*

Personal Information

Title Mr/Mrs/Ms/Other:

First Names:

Surname:

Maiden/Former name:

Current address:

Post code:

Home Tel:

Mobile:

E-mail:

Marital status

Date of birth:

National Insurance No:

Height:

Gender: Male

Female

Prefer not to say / other:

Nationality:

Equal Opportunities: *This section is voluntary and will NOT be used in assessing your application. Defence Security Ltd is an equal opportunities employer. If you decide to complete this section it will help us to monitor the effectiveness of our Equal Opportunities Policy. Please fill below.*

Ethnicity:

Please state ALL previous addresses where you have lived for the past Five years, use a separate sheet if needed:

Line 1:

Post code:

Date:

Line 2:

Post code:

Date:

Line 3:

Post code:

Date:

Mark as appropriate

Preferred shifts: Weekdays

Weeknights

Weekend days

Weekend Nights

Do you hold a current SIA licence? Yes No

SIA License Sector:

Licence number:

Expiry date:

SIA License Sector:

Licence number:

Expiry date:

Other licences details:

Do you hold a current full driving licence? Yes No

Do you have access to transport? Yes No

State any driving convictions in the past five years, continue separate sheet if necessary

Are you subject to Immigration Control? Yes No

If yes, do you have an unrestricted entitlement to take up employment in the UK?

Yes No

Have you, ever been fined, cautioned, sentenced to imprisonment, or placed on probation for a criminal act (subject to the Rehabilitation of Offenders Act)? Yes No

Are there any alleged offences outstanding against you?

Yes No **If yes** to either question, please state below:

Have you ever been made bankrupt or have any Court Judgements against you, whether satisfied or not, within the last 6 years? Yes No

Has any order been made against you by a Civil or Military Court or Public Authority?

Yes No **If yes** to either question, please state below:

Bank Details

Name of Account Holder:

Name of Bank:

Bank Account No:

Sort Code:

Roll No:

Employment History & reference

Starting with your last or present employer, give details of your employment history for the last 3 years, including details of full-time education if it falls within that period. Include periods of self-employment and military service.

For any periods of unemployment give the address of the DWP Office to which you reported or the name of a person (not a relative) who can confirm your whereabouts. Continue a separate sheet if necessary.

IF YOU DO NOT WISH US TO CONTACT YOUR CURRENT EMPLOYER PRIOR TO YOUR INTERVIEW PLEASE MARK HERE.

Name of current, employer or name of Job Centre/DWP Office	Full address of current, employer or name of Job Centre/DWP Office	Position Held / Title	Reporting to Name & Contact
Start Month and year	End Month and year	Reason for leaving	

Name of previous, employer or name of Job Centre/DWP Office	Full address of current, employer or name of Job Centre/DWP Office	Position Held / Title	Reporting to
Start Month and year	End Month and year	Reason for leaving	

Name of Previous, employer or name of Job Centre/DWP Office	Full address of current, employer or name of Job Centre/DWP Office	Position Held / Title	Reporting to
Start Month and year	End Month and year	Reason for leaving	

General Data Protection Regulations (GDPR) - Defence Security 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 Defence Security 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 and to have any inaccuracies corrected.

Disclosure - You are applying for a position of trust and in the event of being offered employment by Defence Security 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 Defence Security 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 in accordance with BS7858 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:

Attached documents, these will include:

-Application form

-Bank Statement with Address

-Driving licence

-Passport

-SIA Licences

-Right to work

Applicant name:

Applicant signature:

Date:

Please return document and any attachments to: Recruitment@defence-security.co.uk