



DEFENCE SECURITY LTD APPLICATION FORM

STRICTLY CONFIDENTIAL

PLEASE COMPLETE IN BLOCK CAPITALS USING BLACK INK

Your Details:

Title Mr/Mrs/Ms/Other.....

First Names: Surname:

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

Current address:

Post code:

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

.....Post code:Dates:

.....Post code:Dates:

.....Post code:Dates:

.....Post code:Dates:

Home Tel: Mobile:

E-mail:

Nationality: Marital status:

National Insurance No: Date of birth:

Bank Details:

Bank Account No: Sort Code:

Roll No:

Name of Bank:

Name of Account Holder:

Defence Security LTD. Application Form Continued...



Employment History & reference:

Starting with your last or present employer, give details of your employment history for the last 5 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 A 'x' HERE. [...]

Name and full address of current, employer or name of Job, Centre/DWP Office	Details:	Unemployment/employment dates
Name:	Position held:	Month/Year:
Address:	Reporting to:	From:
	Reason for leaving:	To:

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Address:	Reporting to:	From:
	Reason for leaving:	To:



Personal Reference

Give the name and address of two people, who have known you well for at least 3 years, are still in contact with you and who will provide a written reference. They should not be a previous employer, relative or resident at the same address as yourself.

Name:

Address.....

Post Code:

Tel No.....

Occupation.....

How long known

Mark with a 'x' as appropriate

Preferred shifts: Weekdays [...] Weeknights [...] Weekend days [...] Weekend Nights [...]

Do you hold a current SIA licence? Yes [...] No [...] **Type:**

Licence number: **Expiry date:**

Do you hold a current full driving licence? Yes [...] No [...]

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

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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

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.....
.....

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

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.....

Defence Security LTD. Application Form Continued...



Health and Safety Information

Please provide the information requested below: *(state good or bad)*

Vision: Colour blind:

Sense of smell: Hearing:

Please list all medical/Health conditions:

.....
.....
.....

Person to be Contacted in an Emergency / Next of Kin

Name: Relationship:

Address:

Their Work No: Their Home No:



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 DBS Code of Practice / Disclosure Scotland Code of Practice and / or our Company 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 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 DBS Code of Practice. By signing below, you agree to this process.

Applicant name: NI number:

Applicant signature: Date:

Security Screening and Declarations

I understand that any offer of employment is subject to satisfactory screening. I consent to being security screened and will provide information as required.

I certify that to the best of my knowledge, the information that I have given in my application for employment is true and complete. I understand that any false statement or omission to Defence Security Ltd or its representatives may 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 authorise Defence Security Ltd 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 Defence Security Ltd. Subject to the Access to Medical Reports Act 1988, I consent to the results of such examinations to be given to Defence Security Ltd.

I authorise Defence Security Ltd 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.

Defence Security LTD. Application Form Continued...



I am aware that by signing this document I am bound by the Defence Security Ltd Code of Confidentiality, this includes but is not limited to information regarding operatives, customers, suppliers, contractors, agency staff, and all other information regarding Defence Security Ltd.

DATA PROTECTION ACT 1998

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. 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.

Applicant name:NI number:

Applicant signature: Date:



Office use only
I have checked the details of this application form and confirm that all information is complete and correct, to the best of my knowledge. (Interviewer or Screening Officer) Print Name: Sign: Date:

~ End ~