

APPLICATION

Dear Applicant,

Please find our paper application and guidance on completing the application enclosed.

Your application must be returned with the required documents as specified under the document checklist.

INTRODUCTION

As you may well be aware, we have to carry out security screening on you to ensure that you are not a present or potential future security risk. The British Standard which we must comply with in doing so is BS 7858:2006. Security Screening is necessary for the job that you have applied for, and the sooner we can get your screening completed the sooner we can all relax and get on with the job in hand.

Under the guidelines laid down by BS 7858, you are required to provide evidence of previous employers, periods of self-employment, and periods of unemployment, periods spent in full-time education, periods spent abroad and periods spent in prison. The purpose of this is to verify your whereabouts on a month-by-month basis for the last 5 years. It is also necessary to verify your name and address and take up two Character References. This must all be completed within 10 weeks. Please complete the attached Application form fully and accurately and submit to Phase One Security Limited as soon as possible. This will provide enough information for your screening to proceed without delay. You also need to sign the enclosed Letter of Authority to authorise Phase One Security Ltd to take up your references.

YOUR HELP IS APPRECIATED

You can assist greatly in your security screening by ensuring that your application form contains all of the relevant information. Please use this list as a tick-off list. If there is any information, which you do not have, submit the application form without it, but please let us know when we can expect to receive it.

NAMES AND ADDRESSES

Please ensure that all names and addresses are accurate. Provide postcodes and telephone numbers including area codes. Provide the full and accurate name of the company or school to which you refer. Ensure that surnames are spelt correctly and all information is clearly written and legible.

CHARACTER REFERENCES

This should be two people that have known you on a month-by-month basis for at least two years out of the most recent five. Please state their relationship with you, and ask their permission before putting them on the application form. Neither of the referees should be related to you or, be someone you neither are in a long-term romantic relationship, nor should they reside at the same address as you.

PREVIOUS EMPLOYERS

State who your immediate superior was or who the person was to whom you were responsible. State also your job title at the time of leaving and your reason for leaving. Ensure all dates are recorded as month and year both for starting and for leaving employment with a company.

NO LONGER TRADING

Previous employers who are no longer trading can present a problem. Provide as much detail as you can about the company and Phase One Security Ltd will figure out what to do. If you are still in touch with someone from that period or you know their whereabouts please submit their details as an additional character reference.

PERIODS OF SELF-EMPLOYMENT

Should be accompanied by details of your professional advisers (Accountants, Solicitors, Bankers) during that period. Additionally, provide a letter instructing them to release details of your claims to Phase One Security Ltd.

PERIODS OF UNEMPLOYMENT

Should be accompanied by details of the office at which you were claiming the benefit. Additionally, you must provide a letter requesting confirmation of the dates that benefits were claimed. A copy of the letter must be retained by Phase One Security Ltd.

PERIODS OF FULL-TIME EDUCATION

Should be accompanied by accurate dates of courses. This should state the month and the year of the start and finish of the course, back to the date of leaving secondary education.

PERIODS SPENT ABROAD

Should be accompanied by a Visa, Passport Stamp, Hotel bills, Wage slips (if working abroad), Credit Card Statements, etc, to show that you were where you said you were during this period. You may wish to send this directly to Phase One Security Ltd by Recorded Delivery or you may wish to await them contacting you for this information.

PERIODS SPENT IN PRISON

Should be accompanied by exact dates on a month-by-month basis. Accurate addresses of prisons are important including any prisoner reference number. If you have a Certificate of Discharge or similar please submit with the application form.

PRIVATE AND CONFIDENTIAL

NAME AND CONTACT DETAILS

Position Applied For.....	Today's Date.....
Surname.....	First Name(s).....
Current Address:	National Insurance No:
Postcode.....	Tel No.....
SIA Number.....	Email.....
	SIA Expiry.....
Are You Eligible for Employment within the UK? <div style="float: right; border: 1px solid black; padding: 5px; margin-left: 20px;">YES / NO</div>	
(Photocopy of SIA licence and proof of address required)	

PREVIOUS ADDRESSES

.....	Please fill in this box if you have been at your current address for less than five years. You must state ALL your addresses back for a full five years period
.....	
.....	
Postcode.....	Postcode.....	
Time at this address (From) (To)	Time at this address (From) (To)	

CURRENT TRAINING/ EDUCATION

Month and Year	Provider	Qualification gained	List any training qualifications that you have received relevant to the Security Industry
SIA Licence type	Training Provider	Awarding body: NOCN <input type="checkbox"/> EDEXCEL <input type="checkbox"/> CITY AND GUILDS <input type="checkbox"/> BII	

FINANCIAL HISTORY

Date	Court	Details	List any Bankruptcy Orders or County Court Judgements (include any pending)
Continue on a separate sheet of paper if necessary			

5 YEARS of EMPLOYMENT/ COLLEGE HISTORY (Continue on next sheet if needed)

Start Date (Month/Year)	Finish Date (Month/Year)	Full Name and Address of Employer, College or Jobcentre	Job title (Duties Performed)	Salary	Record your employment history, accurate to one month. We must have details of the most recent 5 years to school leaving age, before we can consider your employment. Remember to specify any periods of unemployment or self-employment
Most Recent First					
Contact Name:		Notice required and/or Reason for leaving?			
Telephone No:					
Email Address:*					
Contact Name:		Reason For Leaving?			
Telephone No:					
Email Address:*					
Contact Name:		Reason For Leaving?			
Telephone No:					
Email Address:*					
Contact Name:		Reason For Leaving?			
Telephone No:					
Email Address:*					

Application For Employment

Start Date (Month/Year)	Finish Date (Month/Year)	Full Name and Address of Employer, College or Jobcentre	Job title (Duties Performed)	Salary
Contact Name:			Reason for leaving?	
Telephone No:				
Email Address:*				
Contact Name:			Reason For Leaving?	
Telephone No:				
Email Address:*				
Contact Name:			Reason For Leaving?	
Telephone No:				
Email Address:*				
Contact Name:			Reason For Leaving?	
Telephone No:				
Email Address:*				
Contact Name:			Reason For Leaving?	
Telephone No:				
Email Address:*				

Start with your most current or most recent job/ school and work backwards from top to bottom

Record your employment history, accurate to one month. We must have details of the most recent 5 years to school leaving age, before we can consider your employment. Remember to specify any periods of unemployment or self-employment

Please Note: Screening of personnel employed within a Security Environment

Any failure to provide relevant and accurate information or if supplied information is unsatisfactory we may have **no alternative but to reject your application** and/or withdraw any offer of employment.

This is in accordance with BS 7858:2012

REFERENCES

Before we can proceed with your application we require 2 character references: Both must be from persons NOT related to you, NOT reside at the same address and MUST have known you for more than two years	
Name:	Name:
Address:	Address:
Telephone:	Telephone:
How long has this person known you:	How long has this person known you:
Relationship:	Relationship:

OTHER EMPLOYMENT/ EDUCATION

Please list all any other employment/ education you would continue to do if you were successful in obtaining employment with us

EMERGENCY CONTACT DETAILS

Please provide name, address and contact details for your emergency contact:

DRIVING LICENSE

Do you own your own vehicle or motorcycle? Yes No

Do you possess a full clean current UK driving license Yes No

Driving License No: _____ Date of expiry: _____

Please detail any convictions in the last 5 years:

CRIMINAL RECORD

State any Criminal convictions (subject to Rehabilitation of Offenders Act 1974)
If none please state NONE

Please provide an overseas Criminal Reference Check (CRC) if you have been in the UK less than 5 years

DOCUMENTATION CHECKLIST

You will need to provide the following information if your application is successful

Please tick

- | | |
|--|--------------------------|
| Copy of Passport | <input type="checkbox"/> |
| Copy of work permit (if non EU passport) | <input type="checkbox"/> |
| A recent passport photograph (last six months) | <input type="checkbox"/> |
| Proof of address (utility bill) | <input type="checkbox"/> |
| Copies of Training Certificates | <input type="checkbox"/> |
| Copy of Driving Licence | <input type="checkbox"/> |
| Copy of Security Industry Authority (SIA) Licence | <input type="checkbox"/> |
| Copy of Criminal Record Bureau (CRB) Disclosure | <input type="checkbox"/> |
| Copy of CSCS card (if applying for construction position) | <input type="checkbox"/> |
| 5 years' work history or back to school history (no gaps) | <input type="checkbox"/> |
| Discharge papers and service record (ex-military only) | <input type="checkbox"/> |
| Overseas Police certificate (if in the UK less than 5yrs) | <input type="checkbox"/> |
| Proof of National Insurance number (i.e. copy of NI card or P45) | <input type="checkbox"/> |

Please don't send documents with application – bring with you at interview*

The Working Time Directive

Dear Sirs,

I, the undersigned, understand that I may opt into or out of the Working Time Regulations (as detailed in the Working Time Regulations Policy and Guidance).

I acknowledge that consistently working in excess of 48 hours per week for 6-months of the year or more may damage my health.

I understand that I can withdraw from this agreement by giving 1 months' notice in writing that I no longer wish to work beyond 48 hours in each week when this time is measured and averaged over a 17-week period.

During each week whilst this declaration remains in force, I agree to provide weekly timesheets and send them into the office each Monday to keep an accurate record of the hours I actually work.

I understand that these records will be retained for a minimum of two years.

(To be completed in Block Capitals)

(Please tick one only)

I wish to opt out of the working time directive

I wish to work within the guidelines of the Working time Directive

Name: _____

Signed by: _____

Date: _____

Application For Employment

DECLARATION OF APPLICANT

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 **Phase One 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 **Phase One Security Ltd** or its agents to approach Government Agencies, former Employers, Educational Agencies, Criminal Justice Agencies and Personal Referees for information relating to the verification of my employment / unemployment record.

I consent to **Phase One Security Ltd** 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 being given to **Phase One Security Ltd** and authorise **Phase One Security Ltd** to make a consumer information search with a **credit agency**, which will keep a record of that search and share information with other credit reference agencies.

I further declare that any documents I provide as proof of my identity, proof of address, proof of right to work and any other documents 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

Phase One Security Ltd will use the information you have given on your application form (together with any information that we may obtain 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 **Phase One 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 any 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 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.

DISCLOSURE

You are applying for a position of trust and in the event of being offered employment by **Phase One Security Ltd**, we may apply for a Disclosure. However, having a criminal record does not necessarily bar you from employment. For more information please ask a member of our staff for a copy of **the CRB Code of Practice** and 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 **Phase One Security Ltd** to see a copy of the Disclosure. The Disclosure information is not retained and is disposed of within the timescales recommended in the CRB Code of Practice. By signing above, 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 a **termination of employment**. The applicant understands and agrees for the company to deduct the **recruitment fee of £250** from the applicant's final salary if the applicant leaves employment within 6 months of starting – this is an exact cost it costs the company for recruitment. The applicant also understands any **"training days"** the employee undertakes shall be credited back to the client should the applicant leave the employment within 6 months of starting – You are agreeing to this.

Please read the declarations below before signing - I confirm that my consent is explicit, fully informed and freely given for the purposes of the Act.

Applicants Name..... National Insurance No.....

Applicants Signature..... Date.....

Recruitment Monitoring

The policy and practice of Phase One Security Ltd requires that entry into employment and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of their sex, racial group, sexual orientation, or disability. In all cases, ability to perform the job will be the primary consideration. Please return the form with your Application Form (They will be separated prior to any selection consideration). Any information given will be used *only* to support the diversity and equal opportunities policy and in accordance with the principles of the Data Protection Act 1998. The information may be entered on a computer and will be kept strictly confidential, anonymous and separate from your application. It is not part of the selection process and will not be discussed in any interview. The information you give will be retained only for statistical purposes and will not be linked to your name.

Please answer the questions by ticking the appropriate box DO NOT PUT YOUR NAME ON THIS FORM.

1. Are you: Female Male
2. Do you have a disability? (If yes, please answer question 3.) Yes No Decline to specify
3. Please briefly describe your disability:

4. Nationality: UK Other EC Other *Please specify.....*
5. How long have you lived in the UK? (*please tick one box only*)
 - I do not currently live in the UK
 - I have always lived in the UK
 - < 1 year 1-4 years 5-10 years 11-20 years 21+ years
6. Age: (*please tick appropriate box*)
 - 18-25 26-30 31-35 36-40 41-45 46-50 51-60 60+

7. Please describe your ethnic origin: (*please tick one box only*)
 (Ethnic origin questions are not about nationality, place of birth, or citizenship. They are about colour and ethnic group. Citizens of any country may belong to any of the groups indicated. The ethnic origin categories used here are based on the 2001 census of the population.)

White

- British
- Irish
- Any other White background
Please specify.....

Black or Black British

- Caribbean
- African
- Any other Black background
Please specify.....

Chinese

- Chinese

Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other mixed background
Please specify.....

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background
Please specify.....

Other ethnic group

- Any other
- Please specify**
.....
- Decline to specify

Completion of this form is voluntary