



APPLICATION FOR EMPLOYMENT

Dear Applicant,

Please take the time to read through the Application Guidance before completing this form. This will provide you with vital information to assist you in completing your application.

Please make sure you provide the following to support your application:

1. Passport and/or Birth Certificate
2. Driving Licence
3. Work Permit/Work Entitlement
4. NI Card (or any official document which carries your NI Number)
5. Proof of Address – utility bill e.g. Gas, Electricity, Council Tax within the last 3 months
6. 2 x Colour Passport photographs
7. SIA Licence
8. DBS

Forward your completed application to:

VETTING & SCREENING
EagleTech Security Solutions
Harlow Enterprise Hub
Kao Hockham Building
Edinburgh Way
Harlow, Essex
CM20 2NQ

Application Guidance

You are applying for a position of trust within Eagletech Security Solutions and any offer of employment is subject to satisfactory screening in accordance with British Standards (BS 7858:2012).

You are going to be security screened within the last Five (5) years from the date of your application.

You are required to provide the following information:

1. Personal details:
 - a. Full name, including forename(s) and surname/family name(s);
 - b. Other and/or previous forename(s) and surname/family name(s) used during the security screening period;
 - c. Full address history, including "from" and "to" dates, for the past five years;
 - d. National Insurance Number;
 - e. Evidence of right to work in the UK;
 - f. SIA licence number and expiry date.

2. Details of your education, employment history including periods of self-employment, unemployment and gaps in employment throughout the security screening period. All previous employers and educational institutions listed will be contacted to verify the following details:
 - a. Start Date
 - b. End Date
 - c. Contact Name
 - d. Contact Address

3. The name and contact details of two referees, at least Two (2) years within the last Five (5) years of your personal knowledge, from whom a written character reference should be obtained. The referee CANNOT be a current or former employer, relative (by blood or marriage) or a person residing at the same address as you.

4. Documents and ID to prove your details and to process your application. Only original documents and IDs can be accepted, of which copies will be taken:
 - a. Passport and/or Birth Certificate
 - b. Driving Licence
 - c. Work Permit/Work Entitlement
 - d. NI Card (or any official document which carries your NI Number)
 - e. Proof of Address – utility bill e.g. Gas, Electricity, Council Tax within the last 3 months
 - f. 2 x Colour Passport Photographs
 - g. SIA Licence
 - h. DBS report

*if copies of documents are provided, then original documents must be seen when requested VIA post or at interview stage.

Failure to supply ALL the above information will delay the screening and vetting process and may result in your application being rejected.

Should you require any further information or assistance, contact our office on **08456 344 600**.

Yours sincerely,

Vetting and Screening Officer

EMPLOYMENT APPLICATION

Please affix photo

Candidate Name: _____

NI No:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

S.I.A. Licence No:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiry Date: _____

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.
(British Standards: BS 7858:2012)

False Information

Providing false information with the aim of securing employment could lead to charges of '*obtaining pecuniary reward by deception*'
(Theft Act 1968: section 16).

Please Complete All Sections in Capital Letters

Personal Details

Mr/Mrs/Miss/Ms (Or other title) _____ Surname _____

Forenames _____

Previous Surname (Changed by marriage, deed poll etc.) _____

Date Name changed _____/_____/_____

Reason _____

Nat. Ins. No _____ Marital Status: Married / Single / Divorced / Separated

Nationality _____ Birth Place _____

Height _____ Weight _____ Colour of Eyes _____ Colour of Hair _____

Distinguishing marks or scars _____

Current Address _____

_____ Postcode _____

Previous Address if less than 3 years _____

_____ Postcode _____

Home Phone No _____ Work Phone No _____

Mobile Phone No _____ Fax No _____

E-mail address _____

Do you hold a current full UK Driving Licence? YES/NO Number _____

Date of Issue _____ Give details of endorsements below:

Are you subject to Immigration control? YES / NO

If yes, do you have unrestricted entitlement to take up employment within the UK? YES / NO

Do you have student visa? YES / NO

Date of entry (or re-entry) into the UK _____/_____/_____

Next of Kin Details

Next of Kin _____ Relationship _____

Contact Numbers _____

Partner/Wife/Husband Details

Mr/Mrs/Miss/Ms (Or other title) _____ Surname _____

Forenames _____

Present Address _____

_____ Postcode _____

Home Phone No _____ Work Phone No _____

Mobile Phone No _____ E-mail address _____

Nat. Ins. No _____

Number of children _____

Subject To the Rehabilitation of Offenders Act

Please answer the following questions by *circling the correct answer*:

Have you ever been cautioned by the Police? YES / NO

Have you ever been prosecuted for a criminal offence or are there any prosecutions pending? YES / NO

Have you ever been prosecuted for a motoring offence or are there any prosecutions pending? YES / NO

Have you ever been a party to an action in any court or tribunal? YES / NO

Have you ever been declared bankrupt or made a deed by arrangement? YES / NO

Have any orders been made against you by a Civil or military Court or Public Authority? YES / NO

If the answer to any of the above questions is 'YES', give full details below:

Employment/Unemployment History for Last 5 Years

- For each previous employer please provide the information requested below.
- Please include full school & college details if attended within the last FIVE years.
- If you have been unemployed, please supply details of the unemployment benefit office and dates that dealt with your claim & any reference numbers you may have.
- Please continue on a separate sheet if necessary and attach to the application.
- Please do not leave gaps in dates – you must provide a continuous record for the last FIVE years.
- Any gaps in history will result in a delay in processing your application.

Ref No.	Employers Full Name, Address & Telephone / Fax numbers / e-mail or Unemployment Office / Job Centre / DSS Office	Position Held Salary	Start Date	Leaving Date	Reason for Leaving
Most Recent Employment					
2.					
3.					
4.					
5.					

PLEASE CONTINUE ON A SEPARATE SHEET IF NECESSARY

Education History

Full time and any part time specialist courses attended & details of professional qualifications obtained (E.g. GCSE, A-Levels, NVQ, City and Guilds, Diplomas etc.).

<p>Name, Address & Fax/Phone of School</p> <p>Course Taken.....</p>	<p style="text-align: center;">Date</p> <p>From To</p>	<p>Standard or results/ certificate number/reference number</p>
<p>Name, Address & Fax/Phone of University/College</p> <p>Course Taken.....</p>	<p style="text-align: center;">Date</p> <p>From To</p>	<p>Standard or results/ certificate number/reference number</p>
<p>Name, Address & Fax/Phone of University/College</p> <p>Course Taken.....</p>	<p style="text-align: center;">Date</p> <p>From To</p>	<p>Standard or results/ certificate number/reference number</p>
<p>Name, Address & Fax/Phone of University/College</p> <p>Course Taken.....</p>	<p style="text-align: center;">Date</p> <p>From To</p>	<p>Standard or results/ certificate number/reference number</p>

PLEASE CONTINUE ON A SEPARATE SHEET IF NECESSARY

Employment Reference

Referee 1

Name and Address

.....

Telephone.....

Profession.....

Nature of Business

.....

From..... To.....

Referee 2

Name and Address

.....

Telephone.....

Profession.....

Nature of Business

.....

From..... To.....

Personal Referees

Give the name and address of at least one person, who has known you at least Two (2) years within the last Five (5) years of your personal knowledge, still in contact with you and who will provide a written reference.

THE PERSON SHOULD NOT BE A PREVIOUS EMPLOYER, RELATIVE OR RESIDENT AT THE SAME ADDRESS AS YOU.

Referee 1

Name and Address

.....

Postcode.....

Tel.....

Profession.....

How long known.....

Referee 2

Name and Address

.....

Postcode.....

Tel.....

Profession.....

How long known.....

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 to the best of my knowledge and belief. I understand that any false statement or omission to Eagletech Security Solutions or its representatives may render me liable to prosecution or immediate 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 Eagletech Security Solutions to approach Government agencies, former employers, educational establishments, criminal justice agencies and personal referees for verification of my employment/unemployment record. I fully understand the consequences which may arise as a result of knowingly making a false declaration to gain employment or pecuniary advantage; Theft Act 1968: Section 16. I accept that I may be required to undergo a medical examination where requested by Eagletech Security Solutions. Subject to the Access to Medical Records Act 1988, I consent to the results of such examinations to be given to Eagletech Security Solutions. I also authorise Eagletech Security Solutions to make a consumer information search with a credit reference agency, which Eagletech Security Solutions 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

Eagletech Security Solutions will use the information you have given on this application form (together with any information which Eagletech Security Solutions obtains 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 Eagletech Security Solutions, you consent to our processing personal data about you where this is necessary, for example information about your credit status, ethnic origin, past employment, finances, 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 Eagletech Security Solutions' computer database and in the paper filing systems. You have the right to apply for a copy of your information (for which Eagletech Security Solutions may charge a small fee) and to have any inaccuracies corrected.

Disclosure

You are applying for a position of trust by Eagletech Security Solutions or one of its subsidiary companies and we may have to apply for a Disclosure. However, having a criminal record does not necessarily bar you from employment. If you wish to obtain more information please ask Eagletech Security Solutions' Personnel Department for the DBS Code of Practice/Disclosure Scotland and/or 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 Eagletech Security Solutions 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.

PRINT NAME _____

Signature of Applicant _____ Date _____

FOR OFFICIAL USE ONLY

Signature _____ Date _____

Position within Company _____