



Application for Employment

Please answer all of the questions or write No or N/A if a question does not apply to you. Please write clearly in block capitals using black ink and also ensure that you read and sign the declaration contained within, and sign to verify.

Surname Title (ie. Mrs) Date of Birth

Forenames NI No.: Previous Name

Address How long have you lived there ?

Previous Address (if less than 3yrs)

Telephone Mobile Email

All employees are required to provide original documentary evidence to support their right to work in the UK, prior to commencing employment. Please mark the check boxes X to agree with the statement.

- | | |
|--|--|
| <input type="checkbox"/> I originate from within the European Community | <input type="checkbox"/> I do not originate from within the European Community |
| <input type="checkbox"/> There are no restrictions on my right to work in the UK | <input type="checkbox"/> There are restrictions on my right to work in the UK |
| <input type="checkbox"/> I have the right to work in the UK | <input type="checkbox"/> I do not have the right to work in the UK |
| <input type="checkbox"/> I do not require a permit to work in the UK | <input type="checkbox"/> I do require a permit to work in the UK |

Many of our sites operate on a 24hr, 7 day a week basis. Please indicate your availability to work. This is purely used as a guide, and marking a weekend does not commit you to every weekend.

- Monday Tuesday Wednesday Thursday Friday Saturday Sunday
- Day time only Night time only Mixed shifts

Detail any current Holiday Commitments...

What is your Date of Availability to Start Employment (detail notice period) ?

The following Section is subject to the Rehabilitation of Offenders Act

Have you ever been convicted of any criminal offence? (Non motoring)

Have you ever been subject to any order made against you by a court or public authority ?

Have you any outstanding alleged offences or outstanding warrants pending against you ?

Are you subject to bankruptcy proceedings or any outstanding court judgements for debt ?

If you have answered YES to any of the above, please supply additional information to support your application.

Do you own a Motor Vehicle ?

Do you own a Motor Cycle ?

Do you hold a Full UK Driving License ?

How long have you held a Full License ?

What is your License Number ?

Date of License issue and expiry:

Please detail any motoring convictions or endorsements received in the last 5 years:

SIA License Number

License Sectors (ie. CCTV)

License Expiry Date

Are you First Aid Trained ?

Please give details of **2** people who have known you for a minimum of 5 years and whom we may approach for a character reference and are: a) NOT a family member or relative, b) NOT living at the same address as you, c) NOT connected with your school or college

Name & Address

Name & Address

Email Address

Email Address

Occupation

Occupation

Telephone

Telephone

How long have you known them ?

How long have you known them ?

EMPLOYMENT HISTORY

Please record your total employment history including details of any self employment, unemployment, military service and part time work, giving full addresses and dates. If there are any period of unemployment, please give details of the Unemployment Benefit Office to which you reported. Start with your present employment, going back 5 years....

If you are still employed, may we approach your present employer for a reference ?

Employer Name,
Address and
Telephone
Number

Email Address

Employment Dates to

Position Held

Reason for Leaving

Person you reported to:

Employer Name,
Address and
Telephone
Number

Email Address

Employment Dates to

Position Held

Reason for Leaving

Person you reported to:

Employer Name,
Address and
Telephone
Number

Email Address

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Employer Name,
Address and
Telephone
Number

Email Address

Employer Name,
Address and
Telephone
Number

Email Address

Employment Dates to

Position Held

Reason for Leaving

Person you reported to:

Employment Dates to

Position Held

Reason for Leaving

Person you reported to:

Please use additional sheets if required

If you are currently, or have been previously self employed, please provide 2 trade references:

Name, Address &
Telephone Number

Name, Address &
Telephone Number

Additional Comments

Equal Opportunities

We are an Equal Opportunities employer and as such do not discriminate on the grounds of gender, race, religion, age, marital status, sexual orientation or disability; and in order to comply with recommendations from the Commission for Racial Equality, and to help ensure that our own policy is upheld, please indicate your ethnic origin:

- British Western European Eastern European Caribbean African Oriental Asian

Other.....(please indicate)

In the event that you are invited for interview, you will be required to attend with the following 'original' documentation:

- Birth Certificate 2 Recent Utility Bills Passport SIA License

and if applicable:

- UK Driving License CCTV License First Aid Certificate
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Declaration

I authorise Elite Security Group to obtain references and confirm employment particulars as detailed within this application. I also understand that Elite Security Group may engage the services of an approved supplier to facilitate the screening and vetting process and authorise those parties to the same.

I understand that any appointment made will be subject to satisfactory references being received. I authorise Elite Security Group to perform 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 also certify that, to the best of my knowledge, the information provided is true, complete and accurate. I have never been convicted of any civil or criminal offences or dismissed from employment for any misconduct. I understand that any false statement or omission may render me liable to dismissal without notice.

Full Name in BLOCK CAPITALS _____

Signed _____

Dated _____



Authorisation Letter to Data Protection Unit

Data Protection Unit
Room BP4302
Benton Park view
Long Benton
Newcastle upon Tyne
NE98 1ZZ

Dear Sir / Madam,

Would you please provide to me a copy of my National Insurance record under the Data Protection Act.

My full name is:

My previous name was:

My NI number is:

My date of birth is:

My Home address is:

Post code:

My previous address was:

Post code:

Your kind assistance would be most appreciated.

Full Name in BLOCK CAPITALS _____

Signed _____

Dated _____



Authorisation Letter to DWP

To Whom It May Concern,

Reference N.I. Number _____

I hereby give authorisation for the Department of Work and pensions to release to Elite Security Group, any details of my unemployment dates and any subsequent claims which I have made in the past.

Full Name in BLOCK CAPITALS _____

Signed _____

Dated _____