



## Job Application form

Name	
Position applied for	
SIA Badge No.	

### Information

Applications should be completed in BLOCK CAPITALS

Please Check that all the sections have been filled out correctly.

Applicants who can demonstrate in their application that they possess the skills, experience and abilities required for the post, stand the best chance of being short listed and selected for interview.

You can refer to any relevant skills, knowledge and experience you have acquired in paid or unpaid work (that is, outside full-time employment) for example studying, training, social activities, organising sports, community or voluntary work.

References will be followed up if you are offered employment with VIP Security Services. Furthermore, VIP Security Services must be able to complete a full five-year work history or back to school leaving whichever is the less, within 12 weeks of your commencement of work. (Probationary Period)

Section 8 of the 1996 asylum and Immigration act make it a criminal offence for an employer to take on a new employee, whose immigration status prevents him or her from taking up the post in question. This applies to all types of employment, including part-time, temporary or casual appointments.

Any data about you will be held in completely secure conditions, with access restricted to those involved in dealing with your application and in the selection progress. The data you provide may also be monitored by governing officials such as SIA. By signing and submitting this application you are giving VIP Security Services Consent to use your data in the ways described above.

Applications should be returned to. VIP Security Services  
Security House  
4 Station Court  
Station Approach  
Wickford  
Essex  
SS11 7AT



## Job Application form

### Security Screening /Vetting

Your potential employment within the security industry is dependent on security screening, which is governed by the British standard 7858 (BS 7858).

To ensure that the integrity of each applicant is of a suitable standard to work in a position of trust, we will need to check either for the last five years or back to your completion of full time education if less than five years.

In completing the application form you must give as much information as possible. We will confirm your education and/or employment history on a continuous month-by-month basis.

We will contact each of you previous employers and/or educational establishments within twelve weeks.

We will need to contact your current employer before we are able to complete a 5-year screening. Permission to do so is a condition of the offer of provisional employment. If such permission is withheld this offer will be withdrawn if the security screening cannot be concluded satisfactory.

### Previous employment details should include

- Date of start and finish of employment in month and years.
- Name of line manager and your position within the company at the time of leaving
- Full name and address of company
- Full telephone number of company

It is important to detail each job that you have had no matter how short the contract. In the case of working through an agency it is necessary to give only the agency name address and contact.

### In the case of unemployment or gaps in employment

Where you have been registered with an unemployment service office, you will be required to fill in the appropriate form **F167 Unemployment Confirmation** (please ask for one during your interview).

Where you have been, unemployed and have not been registered with an employment service office, please nominate a character referee who is not related to you and can verify by knowing you at the time that you were unemployed for the dates shown. Please supply name address and telephone number.

### Previous education should be detailed as follows

- Name, full address and telephone number of School/College/University.
- Date of start and finish of education in months and years
- Qualifications you acquired



## Job Application form

### Character referees

You must seek permission from character referees. As we will write/telephone them to confirm the information you have supplied.

Please nominate two (2) people who you have known for at least 2 years within the last 5 years. These people should not be related to you but may be a current or previous colleague.

Details required

- Full name, address including postcode
- Full telephone number
- Length of time you have known the character referee.

### Financial history

From the 1<sup>st</sup> of January 2007, all applicants must undergo a financial history check in accordance with screening and vetting BS 7858.

### Probationary period of employment

All remaining references will be checked within a twelve-week period. (Probationary Period)

Failure to meet the security screening standards of VIP Security Services will result in an immediate termination of your probationary employment.

### Criminal offences

As part of our security screening process we ask you to declare any previous criminal proceedings you may have had taken against you. Please give full details.

VIP Security Services complies with the provisions of rehabilitation of offender's act 1974 stating that convictions that have been 'spent' must be ignored.

**I HAVE READ THE ABOVE WITH AN UNDERSTANDING**

**I ACCEPT AND AGREE TO THE COMPANY POLICY.**

Printed Name	
Signature	
Date	



## Job Application form

Applications will only be processed when all the sections of this form are completed. Every question **MUST** be answered. If not applicable write N/A. Please complete this form using a ball point pen.

How did you hear about this vacancy?	
<b>1. Title:</b> *Miss /Mr/Mrs/Ms  OTHER _____ (Please Specify)	<b>2. Surname</b>
<b>3. Forenames</b>	<b>4. Maiden - Former names</b>
<b>5. Current Address</b> Full postal address   Postcode	<b>6. How long have you lived at your present address?</b>  Years                      Months
<b>7. Previous Address (if current is less than 3 years)</b> Full postal address   Postcode	<b>8. How long have you lived at your previous address?</b>  Years                      Months
<b>9. Home Telephone Number</b>	<b>Mobile Telephone Number</b>
<b>Email Address</b>  May we use this email to contact you or send important information YES – NO*	



## Job Application form

<b>10. Date of Birth</b>	<b>11. Place of Birth</b>										
<b>12. Country of birth</b>	<b>13. Nationality</b>										
<b>14. National Insurance Number (N.I.)</b>	<b>15. Religion / Belief</b>										
<p><b>16. In accordance with the commission for racial equality's practice. Please describe your ethnic origins.</b></p> <p>*African – Asian – Caribbean and West Indian – Caucasian – British Black – Other _____ (please specify)</p>											
<p><b>17. Right to work in the UK</b></p> <p>Are there any restrictions on your right to work in the UK? YES – NO*</p> <p>If yes, please state restrictions and the expiry date of any permissions.</p>											
<p><b>18. Marital or Civil Partner Status</b></p> <p>Married – Single – Divorced – Separated – Widow(er) – Other _____ (please specify)</p>											
<p><b>19. Emergency Contact Details</b></p> <table border="0"> <tr> <td>Full name</td> <td>Relationship</td> </tr> <tr> <td>Address</td> <td>Contact Telephone Numbers</td> </tr> <tr> <td></td> <td>Home</td> </tr> <tr> <td></td> <td>Mobile</td> </tr> <tr> <td>Postcode</td> <td>Work</td> </tr> </table> <p>Only to be contacted in the case of emergencies</p>		Full name	Relationship	Address	Contact Telephone Numbers		Home		Mobile	Postcode	Work
Full name	Relationship										
Address	Contact Telephone Numbers										
	Home										
	Mobile										
Postcode	Work										



## Job Application form

### 20. Criminal Convictions

a. Have you or any of your immediate family ever been convicted, fined, imprisoned, or placed on probation. Discharged on payment costs or had any order made against you by a criminal, civil or military court or public authority (excluding minor offences)? YES – NO\*

b. Do you have any police convictions? YES – NO\*

c. Are any prosecutions pending against you? YES – NO\*

d. Have you ever been subject to bankruptcy proceeding? YES – NO\*

e. Are there any outstanding county court judgements for debt? YES – NO\*

If the answer to any of the above questions is YES please provide full details, or answer with NONE

Please continue on separate paper and attach if required

### 21. Have you any relatives working for the company? YES – NO\*

If YES, please State Name \_\_\_\_\_

Have you previously applied or obtained a position with VIP Security Services? YES – NO\*

If YES give details \_\_\_\_\_

### 22. Driving License

Do you possess a current UK Driving Licence? YES – NO\*      Full – Provisional\*

16 Digit Driving Licence Number

Issued date

Expiry date

Please provide full details of any endorsements or other motoring convictions during the past 5 years, or answer with NONE.

Do you own or have access to a vehicle YES – NO\*

We will require both parts (where applicable) of your driving licence to obtain copies.



## Job Application form

23. Education and Qualifications (state name and address of last school attended)		
Secondary School College or University Attended (name and address)	Dates From to	Exams results, Qualifications gained
First aid / Fire Fighting / Fire Marshal / Manual Handling certificates YES – NO* Not necessary as training will be given to the successful applicant  If YES give details _____		
Other Qualifications use this space to write down other qualifications that you may believe will help in your application.		

## 24. Employment History

**Starting with your last or present employer**, give details of your employment history, with FULL POSTAL ADDRESS for the past 5 years or since leaving full time education.

- Include periods of self-employment
  - supply the details of your Accountant (Name and full address)
- Details any military service.
- Periods of unemployment.
  - Remember to ask for the form **F167 Unemployment Confirmation**
  - Giving details of the benefit office address and benefit received
  - If you did not register with the department of unemployment, then put down NOT REGISTERED and give details of what you were doing.

May we approach your previous employer YES – NO\*

If NO, we will not contact your current employer until a job position has been offered.



## Job Application form

<i>Name and full postal address of previous employer – Jobcentre - DSS office</i>	<i>Details</i>	<i>Employment - Unemployment Dates</i>	
		From	To
Company	Position held		
Address	Reporting to		
Postcode	Basic wage	Month/Year	Month/Year
Telephone Number	Reason for leaving		

<i>Name and full postal address of previous employer – Jobcentre - DSS office</i>	<i>Details</i>	<i>Employment - Unemployment Dates</i>	
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Company	Position held		
Address	Reporting to		
Postcode	Basic wage	Month/Year	Month/Year
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### 25. Personal references

Give the names and addresses of two people. Who have known you for at least 2 years within the last five years and who will give us a written reference. They should not be a relative of yours or a relative of each other.

1 <sup>st</sup> Referee	
Name	Full Postal Address
Occupation	Postcode Email:
How long Known	Telephone Number

2 <sup>nd</sup> Referee	
Name	Full Postal Address
Occupation	Postcode Email:
How long Known	Telephone Number

<p><b>Additional vetting information</b> - Use this space to tell us anything else you think we may need to know regarding your employment history.</p>
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I understand that any appointment made will be subject to complete and satisfactory references being received by VIP Security Services.



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### Data protection

Information from this application may be processed for purposes permitted under the General Data Protection Regulation. Individuals have, on written request, the right of access to personal data held about them.

The organisation treats personal data collected during the recruitment process in accordance with its data protection policy.

### Declaration

I understand that employment with the VIP Security Services is subject to the references and security screening in accordance with BS7858.

I undertake to co-operate with VIP Security Services in providing any additional information required to meet these criteria.

I authorise VIP Security Services to approach previous employers, Schools, Colleges, Universities, character references or Government Agencies to verify the information I have provided is correct.

I authorise VIP Security Services to obtain a financial history 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 understand that some of this information will be kept on a computer and some or all will be kept in manual records.

I consent to VIP Security Services reasonable processing of any sensitive 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 VIP Security Services. Subject to the Access to Medical Records Act 1988. I consent to the results of such examinations to be given to VIP Security Services. I understand and agree that if so required I will make Statutory Declaration in accordance with the provisions of the Statutory Act 1835, in confirmation of previous employment or unemployment.

I hereby certify that to the best of my knowledge, the details I have given in this application form are complete and correct.

I understand that any false statement or omission to VIP Security Services or its representatives may render me liable to dismissal without notice.

I understand that if I wish to terminate my employment that a minimum of 2 weeks notice, in writing, must be given,

During my probationary period notice by the company is one weeks' notice or the end of the 12 weeks probationary period whichever is soonest. One weeks' notice will be given thereafter.

### SIGNATURE

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PRINT NAME

DATE

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### PLEASE NOTE

*On submission of your application form you must attach two copies of identification*

*During interview stages, you will be required to bring the original documents which will be certified and handed back to you immediately.*

F047 Rev 4

(\* Circle where applicable)

Strictly Private & Confidential



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*Please attach any additional information that you think may support your application.*

**Screening & Vetting Department  
VIP Security Services**