

**APPLICATION  
FOR  
EMPLOYMENT**

**PRIVATE AND  
CONFIDENTIAL**



**CONSTANT SECURITY SERVICES LTD**

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Mexborough,  
South Yorkshire  
S64 9HU

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Application for Employment as:

How did you hear about this vacancy?  
Constant member of staff? - Name: \_\_\_\_\_  
Other: \_\_\_\_\_

Please complete this form in your own handwriting using ink in block capitals. Do not leave blank spaces, if an entry is inapplicable insert No or Nil. If there is insufficient space to provide a full answer please use a separate piece of paper.

**1. PERSONAL INFORMATION**

Surname  
Forenames  
Previous Surname(s)  
Current Address  
Post Code

National Insurance No.  
Nationality  
Home Telephone No.  
Mobile Number  
Email Address  
Are you age 18+ Yes  No

Marital Status: Married  Single  Divorced  Separated  Widowed

Number of dependants \_\_\_\_\_

Partners occupation \_\_\_\_\_

Do you hold a current Driving Licence Yes  No  How long held? \_\_\_\_\_

Licence Number: \_\_\_\_\_

Details of any endorsements

Do you have access to a vehicle? Yes  No

**2. WORK PERMITS**

Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK? Yes  No

*If Yes, give details*

If you are successful in your application would you require a work permit to work in the UK? Yes  No

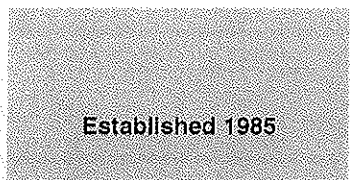
**3. RESIDENCE**

Have you spent 6 consecutive months or more outside of the UK within the past 5 years? Yes  No

*If Yes, give details*

Give details of any previous addresses held over the past 5 years:

From:	To:	From:	To:	From:	To:
Address		Address		Address	



**4. LICENCING**

Do you hold a current SIA Licence? Yes  No

Licence Type:

Licence Number:

Renewal Date:

Licence Type:

Licence Number:

Renewal Date:

Licence Type:

Licence Number:

Renewal Date:

**5. CHARACTER REFERENCES**

Give names and addresses of three persons, not relatives or employees of Constant Security Services, who have known you for at least two years within the past five years, whom we may approach for a Character Reference. Failure to complete in full will cause delay

1 Name _____ Occupation _____ Tel. No. _____	Address _____ _____ _____ Postcode _____
2 Name _____ Occupation _____ Tel. No. _____	Address _____ _____ _____ Postcode _____
3 Name _____ Occupation _____ Tel. No. _____	Address _____ _____ _____ Postcode _____

**6. BACKGROUND INFORMATION (please answer Yes or No to each question)**

Have you ever been:

Conditionally Discharged Yes  No

Cautioned? Yes  No

Discharged on payment of costs? Yes  No

Fined? Yes  No

Placed on Probation? Yes  No

Sentenced to imprisonment? Yes  No

Or had any order made against you by a civil, military court or public authority? Yes  No

Do you have any prosecution pending? Yes  No

Are there any alleged offences outstanding against you? Yes  No

Have you ever been declared bankrupt? Yes  No

Are there any outstanding County Court judgements (CCJ's) against you? Yes  No

*If Yes to any, give details here*

**7. SERVICE RECORD**

Have you ever served in HM Forces? Yes  No

Date joined  Date discharged  Conduct Record

Regiment  Branch or Division

Rank  Service Number

**8. EMPLOYMENT RECORD**

Please take great care in entering the full postal addresses and employment dates, inaccuracies may lead to a delay in your employment. You must give, in date order, details of every job you have had for the last ten years, or since you left full time education. For any period of unemployment give the address of the office to which you reported and dates. Give details of all schools or colleges attended during the past ten years.

Employer's Name & Address	Person to whom you reported	Dates Month/Year From/To	Position Held	Reason for Leaving
Name of school or college	Name of tutor	Dates	Course Taken	Reason for Leaving

If you have been **self employed** give the names and addresses of two persons who can confirm this. They may be firms with whom you have traded, your solicitor or accountant.

Trade References	How long known (Month/Year)	Occupation or Business
Name Address		
Name Address		

**9. EDUCATIONAL, PROFESSIONAL, TECHNICAL OR LINGUISTIC QUALIFICATIONS**

Give details

**10. DETAILS OF ANY FIRST AID QUALIFICATIONS**

Give details of any First Aid qualifications

**11. DETAILS OF NEXT OF KIN**

Name \_\_\_\_\_ Address \_\_\_\_\_  
Relationship \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Postcode \_\_\_\_\_

**12. EQUAL OPPORTUNITIES**

You are not required to provide the information requested below. If you choose to do so it will not be used to influence our consideration of your application in any way. Any information you provide in this section will be used solely to monitor the effectiveness of our equal opportunities policy.

Male  Female

I would describe my ethnic origin as: (please tick)

African / Caribbean  European  Asian

UK/Irish  Other please specify  .....

**STATEMENT TO BE SIGNED BY APPLICANT**

I ..... certify that to the best of my knowledge, the information  
*Full Name in Capitals*

I have given is complete and correct, and I understand that misrepresentation of facts is ground for immediate dismissal and renders me liable for prosecution.

I authorise the Company to approach any Government Agencies, former employers and personal referees to verify the information given, and will supply a Statutory Declaration if required.

I understand that employment, if offered, is subject to satisfactory screening or medical examination as determined by the company

*Applicant's Signature* ..... *Date* .....

**FOR OFFICE USE ONLY**

Interview Notes:

Interviewing Officer..... Date .....