

CONSTANT SECURITY SERVICES LTD

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**APPLICATION**

**FOR EMPLOYMENT**

**PRIVATE AND**

**CONFIDENTIAL**

|  |  |
| --- | --- |
| 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 | National Insurance No. |
| Forenames | Nationality |
| Current Address Post Code | Home Telephone No.Mobile NumberEmail Address |

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

Licence Number:

Do you have access to a vehicle? Yes No Details of any endorsements

1. **Work Permits**

|  |  |  |
| --- | --- | --- |
| Are there any restrictions to your residence in the UK that might affect you 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 |

1. **Licencing**

|  |  |  |
| --- | --- | --- |
| Do you hold a current SIA licence? | Yes | No |
| Licence Type | Licence Number:Renewal Date: |
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7.1.4v1 04/18

1. **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 all details of all schools or colleges attended during the past ten years.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer’s name and address | Person to whom you reported | Dates MM/YY From/To | Position held | Reason for leaving |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Name of school or college | Name of tutor | Dates MM/YYFrom/To | Course taken | Reason for leaving |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

If you have been self-employed, give the names and address 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 |
| NameAddress |  |  |
| NameAddress |  |  |

1. **Service Record**

|  |  |  |
| --- | --- | --- |
| Have you ever served in HM Forces | Yes | No |
| Date joined | Date discharged | Conduct record |
| Regiment | Branch or division |
| Rank | Service number |

1. **Educational, Professional, Technical or Linguistic Qualifications**

|  |
| --- |
| Give details |

1. **Details of any First Aid Qualifications**

|  |
| --- |
| Give details of any First Aid qualifications |

1. **Background Information**

Subject to the Rehabilitation of Offenders Act, have you ever been:

|  |  |  |
| --- | --- | --- |
| Conditionally discharged | Yes No | If yes to any, give details here |
| 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 |
| Have you been entered into an individual voluntary agreement (IVA) in the last 6 years | Yes No |
| Are there any outstanding County Court judgements (CCJ’s) against you | Yes No |
| Are there any satisfied CCJ’s against you in the last 6 years | Yes No |

**Privacy Notice:**

General Data Protection Regulation - DATA PROTECTION REGULATIONS FOR THE PROCESSING
OF PERSONAL DATA

Through completing this application form you have provided your name, address, driving licence details, SIA licencing information (if applicable), your work history and service record history (if applicable). All this personal data will be processed based on being necessary for the legitimate interest to develop the business through recruitment.

You have also provided your National Insurance number, nationality and work permit information this will be processed as part of a legal responsibility for the employment of staff.

Finally as part of recruitment into the security industry and to meet the requirements of licencing under SIA we have asked that you provided details regarding any criminal and financial history you may have. All this data will be subject to the provisions of the Rehabilitation of Offenders Act 1974.

Any data you provide will not be disclosed to anyone and will only be retained if you are contacted for interview. If you are not contacted the data will be deleted unless you wish for us to retain for an additional 6 months to process for future job opportunities (if this is the case please tick the box below).

For more information on lawful bases for processing, please follow this link to the Information Commissioner’s Office website:

https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/

In addition if you have any company related queries please contact us directly or visit our website:

https://www.constant-services.com/

**Statement to be signed.**

I …………………………………………………….. certify that to the best of my knowledge, the information 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 have read and understand the privacy notice about the information I have provided in my application form.

Applicant Signature ……………………………………………………… Date …………………………………………………..

I wish for you to keep my application on file for future employment opportunities