

ABK SECURITY SERVICES LIMITED

HR DEPARTMENT
BEWDLEY ROAD
STOURPORT ON SEVERN
WORCESTERSHIRE
DY13 8XE
TEL NO: 01562 747 207



E-MAIL:hr@abksecurity.com

Private and Confidential: Application for Employment

Surname.....First Name(s)

Home Address

.....Postcode

Date of Birth.....National Insurance No:

Home Tel NoMobile No.

EmailMarital Status

How long at this address If less than 5 yrs detail previous addresses on additional pages and attach to this form

SIA SECURITY LICENCE DETAILS

Current SIA Licence(s) Type(s).....

1) SIA Licence Number(s).....Expires:.....

2) SIA Licence Number(s).....Expires:.....

Please bring your current SIA licence(s) with you to any interview (photocopies will not be accepted)

DRIVERS LICENCE DETAILS

Do you have a current CAR Drivers Licence(s) YES NO If Yes please complete below

Type: PROVISIONAL or FULL Date Test Passed:

Penalty Points incurred in last 5 years:Offences:

Do you have access to your own transport NO YES Type

Financial Standing: List County Court Judgements, Bankruptcy, Insolvency etc. in the last 6 years

Date	Court	Amount	Brief Details	Discharge Date

This information is required to comply with BS 7858:2012 and will remain confidential. Disclosure of this data **does not** mean we cannot employ you. We must check all applications with a Credit Reference Agency. False information will result in rejection.

EMPLOYMENT HISTORY: WE MUST HAVE A MINIMUM OF 5 YEARS CONTINUOUS HISTORY WITH NO TIME GAPS AT ALL (or back to school leaving age) before we can consider you for employment.

YOU MUST INCLUDE DETAILS OF ALL PERIODS OF EMPLOYMENT, SELF EMPLOYMENT, UNEMPLOYMENT, EDUCATION, LONG TERM SICKNESS, TRAVELLING, GAP YEARS ETC.

Start With Current/Most Recent First

START Month/Year	FINISH Month/Year	NAME & ADDRESS OF EMPLOYER	JOB TITLE AND DUTIES	SALARY START/FINISH
1				
Telephone Number			Reason for Leaving	

2				
Telephone Number			Reason for Leaving	

3				
Telephone Number			Reason for Leaving	

4				
Telephone Number			Reason for Leaving	

5				
Telephone Number			Reason for Leaving	

6				
Telephone Number			Reason for Leaving	

7				
Telephone Number			Reason for Leaving	

VETTING & SCREENING

All applications will be vetted and screened for the previous 5 years. Any failure to provide relevant and accurate information or if supplied information is unsatisfactory we may have no alternative but to reject your application and/or withdraw any offer of employment. This is in accordance with BS 7858

YOU MUST THEREFORE SUPPLY ALL THE INFORMATION REQUIRED

EDUCATION HISTORY: Detail all education from 16 years old and qualifications obtained.

From: mm/yy	To: mm/yy	School/College	Qualifications

REFERENCES

Before we can proceed with your application we require 2 character referees – Not previous Employers, Not persons related to you and Not persons living at your address but both these persons MUST have known you for at least the last 2 years:

Name	Name
Address	Address
Telephone	Telephone
Specific dates known to you	Specific dates known to you
Relationship to you	Relationship to you

OTHER EMPLOYMENT

Please list all other employment you would continue to do if you were successful in obtaining employment

LEISURE

Please note here your leisure interests and hobbies and to what level you pursue them

CRIMINAL RECORD

State any Criminal convictions (subject to Rehabilitation of Offenders Act 1974)

If none please state "NONE" DO NOT LEAVE THIS QUESTION UNANSWERED

DECLARATION BY APPLICANT

I agree not to divulge any information however acquired relating to the Company, its Business or its Customers to any other Person, Company or Organisation without written consent from the Company either during or after employment is determined.

I have detailed my previous 5 years history and consent to the company contacting such persons including character references as necessary to verify those details in accordance with British Standards 7858.

I AGREE / I DO NOT AGREE, to my present employer being contacted BEFORE an offer of employment is made. I understand my present employer will be contacted after an offer of conditional employment is accepted by me.

I agree to abide by the rules and procedures of the company at all times and agree to a personal search as and when required.

I agree to attend Training Courses and /or First Aid training appropriate to my employment as identified and mutually agreed by the company and myself.

I consent to a medical examination including drug testing carried out by a company nominated Doctor if required.

I understand that any offer of employment is subject to completion of a satisfactory screening process.

I understand that any offer of employment is subject to 12 weeks provisional screening period.

I understand that if any information I have provided on this form is subsequently found to be false or misleading I will be liable to disciplinary procedures that could result in summary dismissal.

I confirm that if I commence employment with your company and if I am currently registered as unemployed, I will inform the relevant authorities of my revised employment status. I accept this is my responsibility.

I understand that, and consent to, a Credit Reference Check being carried out to establish my personal financial history and rating, this is in line with the requirements of the screening process (BS 7858)

I accept that it is my responsibility to renew and/or retain an SIA Licence (if required for my role) as this a legal requirement for employment within the designated security sector, failure to do so for any reason will result in the termination of my employment.

I agree to inform you and the SIA of any change of my address.

I CONFIRM THAT I HAVE READ THE ABOVE DECLARATION IN FULL AND THAT ALL INFORMATION PROVIDED BY ME ON THIS APPLICATION FORM IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

SIGNATURE OF APPLICANT..... NAME..... DATE.....

Physical Specification: The following section describes the physical attributes you will need to possess to fulfil the role of a Security Officer

Necessary Attributes	Details of any adjustments you would require us to make
Security Officers need to be agile and possess reasonable fitness levels to enable them to carry out regular patrols sometimes over uneven terrain	
Security Officers may need to recognise various colours and shades. As Reports need to specify specifics colours of vehicles and clothing etc.	
Security Officers may have to work in environments that include strobe lighting, dark lighting, bright lights, noise, dust etc.	
Security Officers work for long periods as Lone Workers with telephone support only. This may cause anxiety and stress in some scenarios.	
Security Officers may face stressful situations and or incidents therefore ability to remain calm and manage conflict resolution is fundamental	
A Security Officers sensory awareness is vital to personal safety and safety of others. Good Sight, Smell and Hearing capabilities are important.	
Security Officers routines are often irregular therefore this may impact on any time specific medication or treatments.	
<p>We are committed to providing Equality in all aspects of our employment process so please list any adjustments in the right hand column or in a separate attached covering letter that you require us to adopt that would enable you to carry out your duties as safely as possible. We shall not use this information in any decision making process in relation to your application.</p>	

Please give details of any days/hours/shifts you cannot work

Please give details of any holiday commitments already booked or planned

Date	Period	Reason

Bank Account Details (This can be provided upon commencement of employment if preferred)

Account Name	Sort Code	Account No	Branch Address

Name and Address of Contact in cases of Emergency

Name	Relationship	Address
Tel No		

Uniform: To allow us to order you a uniform please supply the following measurements.

CHEST=	WAIST=	INSIDE LEG=	COLLAR=
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WORKING TIME REGULATIONS OPT OUT FORM

Agreement to Opt Out of Regulation 4 (1) of the Working Time Regulations (1998) (“The Regulations”)

This agreement is made betweenand ABK Security Services Ltd, under Regulation 5 (1) of the Working Time Regulations 1998.

I agree that as from the date of this agreement that I do not wish any working time undertaken by me, whether paid or otherwise by ABK Security Services Ltd, to be subject to the limits specified in regulation 4 (1) of the Working Time Regulations 1998, currently set at a maximum average of 48 hours per week per 17 week reference period.

I understand that ABK Security Services Ltd will maintain records that I have signed this agreement, will monitor and record my working hours and make those records available to any authorized inspector in accordance with regulation 5 (4)(a), (b) and (c) of the regulations.

I am entering into this agreement voluntarily. I understand my responsibilities in relation to maintaining health and safety at work and not to undertake working hours in such a way as to put myself, other staff, ABK Security Services Ltd, service-users or their family or others at risk or Injury or detriment.

This agreement will continue until *..... from the date of signing, but this agreement may be terminated or extended at any time on giving 3 months written notice to the manager or their nominated deputy. I will ensure that I take account of existing shift's and agreed off duties and will give reasonable notice when terminating this agreement.

Signed..... Date.....

Name of Employee (PRINT).....

Signed (Manager) Date.....

Name of Manager (PRINT).....

Copies: Personnel File, HR

PAYROLL USE ONLY:

Received by Date.....

***Length of Agreement – Maximum 5 years**

Interviewed By.....	Date:	ACCEPT or REJECT
Start Date:	Site:	
Agreed Pay Rate:.....	STATIC / MOBILE / CONTROL / RETAIL	
Comments:		

**CONSENT TO PROCESSING OF
PERSONAL AND SENSITIVE PERSONAL DATA FOR THE PURPOSES OF
THE DATA PROTECTION ACT 1998 ('the DPA 1998')**

I HEREBY CONSENT to and authorise ABK Security Services Ltd ('the Company') and any third party nominated by the Company from time to time to perform a vetting service. To hold the information contained in the Application for Employment and any other information obtained and/or derived as a direct result of the Company and/or the Vetting Company obtaining references and/or confirming the accuracy of the information contained in the Application for Employment (and for the avoidance of doubt that will include details of National Insurance Contributions) during my employment with the Company.

This consent shall constitute 'consent' and 'explicit consent' for the purposes of the DPA 1998.

Signed..... Date.....

Print Name