

Job Application Form

Ver: 1, Issue Date: 18 May 2010



Vacancy applied for: _____

This form must be **completed in full** in your **own handwriting** using BLOCK CAPITALS. Tick appropriate boxes. If an entry is inapplicable insert 'N/A'.

PERSONAL INFORMATION:

Title: Mr € Mrs € Miss € Ms € Other €		All Forenames:	
Surname:		Previous Surname (inc. Maiden name):	
Full Current Address:	Tel No:	Own Property	€
	Mobile:	With parents	€
Postcode:	E-Mail:	Rented or Leased	€
		Lived Here from _____	
		Previous Address:	
Are you eligible to work in the UK?	Yes € No € With work permit €	National Insurance No.:	
Do you hold an SIA Licence?	Yes € No €	Type of Licence: _____	
Licence Number: _____		Expiry Date: _____	
Do you hold a full UK or International vehicle licence?	Car: Yes € No €	Bike: Yes € No €	
Do you have your own transport?	Yes € No €	If no, how will you travel to this job?	
Do you have any Endorsements or Penalty Points?	Yes € No €		
If yes, please give dates and details here:			
Have you been subject to bankruptcy proceedings or court judgements for debt or are there any proceedings pending?	Yes € No €		
Have you ever been dismissed by an Employer for misconduct?	Yes € No €	(If yes, please give full details below)	
Are there any prosecutions pending against you?	Yes € No €	(If yes, please give full details below)	
Have you ever been CONVICTED or CAUTIONED for any offence?	Yes € No €	(If yes, please give full details below)	
Do you consider yourself disabled under the Disability Discrimination Act?	Yes € No €		
Do you require any particular arrangements for an interview?	Yes € No €		

EDUCATION & TRAINING:

Name and address of Schools, Polytechnics, Colleges & Universities attended:		Exams/Courses Passed:	
Are you a Student at present?	Yes € No €	Full time?	Yes € No €
		Part time?	Yes € No €

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EMPLOYMENT/UNEMPLOYMENT RECORD:

Please give full details of ALL periods of employment and unemployment. Cover the last 10 years and give reasons for any time lapse between periods of employment. This information is required for compliance with British Standards and SIA Licensing Laws.

DATES: * (State the month & year)		FULL NAMES AND ADDRESSES OF ALL PREVIOUS EMPLOYERS:	JOB TITLE:	WHO DO WE CONTACT? NAME & TEL NUMBER:	REASON(S) FOR LEAVING:
From *	To *				

FORCES SERVICE RECORD:

I served time with:						
	Royal Navy €	Army €	RAF €	Police €	Fire Service €	Merchant Navy €
Dates served:						
If service was in the Army, state the Regiment or Corps:				If service was in the Police or Fire Brigade, state name of Force or Brigade:		
Rank attained: Are you liable to recall? Yes € No € Reason for leaving:				Decorations: Conduct Record: Service Record No.:		
Are you a member of any RESERVE involving Annual Training?				Yes € No €		

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SELF EMPLOYMENT REFERENCES:

Please give the name, address and occupation of two persons who can confirm that you were self employed.

Name:	Name:
Address:	Address:
Postcode:	Postcode:
Tel No.:	Tel No.:
Email Address:	Email Address:
Occupation:	Occupation:
How long known/in what capacity:	How long known/in what capacity:

PERSONAL REFERENCES:

Please give the name, address and occupation of two persons who are not related to you, have not employed you, and have known you for at least two years within the last five years and to whom references may be made.

Name:	Name:
Address:	Address:
Postcode:	Postcode:
Tel No.:	Tel No.:
Email Address:	Email Address:
Occupation:	Occupation:
How long known/in what capacity:	How long known/in what capacity:

BENEFITS AGENCY:

If you have been unemployed for any period, please complete the following in order that we can confirm with the local benefits office.

Address of benefits office you were claiming from _____

I _____ (Full name) Of (Full address) _____

If you have claimed from a different address to the one above, please supply this information on an additional sheet of paper.

National Insurance Number: _____

I give my consent for all details of benefits claimed by me to be released to: KeyPlus Security Ltd.

Signature of Applicant: _____ Date: _____

DECLARATION:

I understand that my employment is subject to satisfactory vetting, I agree to obtain a Statutory Declaration upon request at my own expense if so required. I hereby declare that the information I have provided is current and truthful and that any false statements on this Application Form shall be considered cause for dismissal. Should I be convicted of a criminal offence or serious traffic offence during my employment with KeyPlus, I will notify Personnel in writing immediately and report the results of any proceedings taken against me. I agree that my personnel information be retained for a further three years after termination or application with KeyPlus but be subject to the Data Protection Act. I hereby certify that I have filled in this Application Form myself and that I have read, understood and agree to abide by the above Declaration.

Signature of Applicant: _____ Date: _____

Please return to KeyPlus Security Ltd, Empire Business Centre, Liverpool Road, Burnley, BB12 6HH