



Scarlet Security Limited

JOB APPLICATION PACK

Application For Employment

(please complete this form in BLOCK CAPITALS using black ink)

Position applied for: _____
 How did you hear about this vacancy? _____
 Title: ____ First Name: _____ Middle Name(s): _____
 Surname: _____
 Address: _____

 Postcode: _____
 Home Telephone No: _____ Mobile Telephone No _____
 Date Of Birth: _____ Place Of Birth: _____
 National Insurance No. _____
 E-mail Address: _____
 How long have you lived at your current address? _____ Years _____ Months
 Do you currently hold an SIA license? *(if so please state the following:)*
 SIA license Number: _____ Expiry Date: / /
 What sector are you licensed for: _____
 Do you hold a current driving license: Yes/No *(delete as appropriate)*
 Do you have your own transport for travel to work: Yes/No *(delete as appropriate)*
 Do you require a work permit to take up employment in the UK: Yes/No *(delete as appropriate)*
 Have you applied to Express Security (UK) Ltd. before? Yes/No *If yes please give details:* _____

EMPLOYMENT RECORD

The BS7858 screening process requires that we are able to verify your personal employment history for a period of five years or to the date of leaving school. Please give all details of your employment/educational history for the last five years, including your reasons for leaving e.g. redundancy, resigned, dismissed etc (these reasons will be verified) and details of periods of self-employment and military service. For any period of unemployment, give the address of the benefit office to which you reported and the dates. If you were unemployed/unregistered, please supply details of what you were doing. Start with your PRESENT/MOST RECENT EMPLOYER and work backwards ensuring there are no gaps.

Employers name, address, telephone number, and your job title	Dates <i>(including month and year)</i>	Reasons for leaving
Your job title: Payroll No: Tel No:	FROM:/...../..... TO:/...../.....	
Your job title: Payroll No: Tel No:	FROM:/...../..... TO:/...../.....	
	FROM:	

B2: White & Black African B3 : White & Asian B4:Anyother mixed background (please specify)	E2: Pakistani E3: Bangladeshi E4: Any other Asian background (please specify)
C: Chinese:	F: Any other ethnic group (please specify)

8. Do you consider yourself to have a disability? Yes / No
9. Do you have any disability for which special arrangements should be made, either in an interview or employment situation? If so, please specify the nature of the disability and your requirements
10. Are you a carer of a disabled child under the age of 18: Yes / No

I understand that this information may be stored and processed as part of the Contact a Family Monitoring of equal opportunities and I give my consent to my details to be used for this purpose.

Signed: Date:

EMPLOYEE REFERENCE NUMBER

Bank Details

Please complete and return to

Scarlet Security, 1119 Bourges Boulevard, Peterborough PE1 2AT

To Scarlet Security Ltd

My Bank Details are as follows; please pay my salary to my Bank/Building Society

Bank/Building Society Name:

Branch Address:

Account Number *(no more than 8 digits)*

Branch Sort Code:

If you wish your salary to be paid into a building society account, please enclose a statement from them showing the Building Society requirements.

Full Name _____

Address

Signature _____

PERSONAL REFERENCES

Please provide details of two referees who have known you for at least two years and who can confirm that you have been employed/unemployed at the dates you have provided. These referees cannot be blood related, related by marriage or by civil partnership, or live at the same address as you.

Name:..... Address:..... Occupation:..... Tel No:..... How long have you known this person:..... From:.....To:.....	Name:..... Address:..... Occupation:..... Tel No:..... How long have you known this person:..... From:.....To:.....
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PROFESSIONAL REFERENCES

If you have been self-employed please provide details of your accountant, solicitor or tax office who can verify these dates.

Name:..... Address:..... Occupation:..... Tel No:..... How long have you known this person:..... From:.....To:.....	Name:..... Address:..... Occupation:..... Tel No:..... How long have you known this person:..... From:.....To:.....
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OFFENCES AND CONVICTIONS

Have you ever been convicted of any civil or criminal offence? Yes/No
If yes please give details:.....
Are there any alleged offences or cautions outstanding against you? Yes/No
If yes please give details:.....
Have you ever been declared bankrupt? Yes/No
If yes please give details:.....
Do you have any outstanding court judgments? Yes/No
If yes please give details:.....

Discloser is not required where there is a conviction to which the provisions of the Rehabilitation of Offenders Act 1974 apply.
Failure to disclose an unspent conviction is, in itself a criminal offence.

DECLARATION

Personal Reference and Employment Verification

I understand that the employment with Scarlet Security Ltd is subject to satisfactory references and security screening in accordance with BS 7858.

I undertake to cooperate with Scarlet Security Ltd in providing any additional information required to meet this criteria:

I authorize Scarlet Security Ltd and its nominated agent to approach previous employers, schools/colleges, character referees or Government Agencies to verify that the information I have provided is correct.

I authorise Scarlet Security Ltd to make a consumer information 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 the information I have provided in this application will be held on a computer and some, or all will be held in manual records.

I consent to Scarlet Security Ltd's 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 the company. Subject to the Access to Medical Records Act 1988, I consent to the results of such examinations to be given to the company. I understand and agree that if so required I will make a statutory declaration in accordance with the provisions of the Statutory Declarations Act 1835 in conformation 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 the Scarlet Security Ltd or its representatives may render me liable to dismissal without notice.

SIGNITURE:

PRINT NAME:

DATE:

For Office Use Only	Sign :	Date:	Notes:
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CHECK LIST

You should be sending to us the following

1. Your application form, bank details and P46 if applicable
2. Optionally, the Equal Opportunities Monitoring Form
3. Two passport sized photographs of you, signed by you
4. Copy of SIA badge
5. Copy of NI card
6. One of the following to verify your address:
 - Your current signed passport Inc. visa page
 - Full UK driving licence photo and paper version
 - Recent, within the last six months, utility bill
(mobile phone, internet access, cable and satellite TV bills are not acceptable)
 - Recent, within the last three months, Bank or Building Society or credit card statement
 - HM Customs and Revenue tax notification (not P45 or P60)
 - SIA Identification badge

For students, any one item of the above or any one of the following:

- University or college letter of acceptance, enrolment or offer
- Student loan company or LEA or SASS award letter
- UCAS offer letter

Thank you for your help