**Application form**

**STRICTLY CONFIDENTIAL**

Attached documents: Signed application form [ ]

Proof of ID [ ]

Proof of address x2 [ ]

Right to work [ ]

Valid SIA Licence [ ]

**PLEASE COMPLETE IN BLOCK CAPITALS USING BLACK INK**

Title Mr/Mrs/Ms/Other ……………… First Name:………………………………………………………………

Surname:…………………………………………………………………………………………………………………

Maiden/Former name (list all previous first names and surnames):………………………………………………

Current address:…………………………………………………………………………………………………………

……...…………………………………………………………………………

Dates resident:………………………

Please state ALL previous addresses where you have lived for the past six years, continue on a separate sheet if necessary:

……………………………………………………………………………………………… Dates resident :…………to ……

……………………………………………………………………………………………… Dates resident :…………to ……

……………………………………………………………………………………………… Dates resident :…………to ……

Position applied for:……………………………………………………………………………………………………

Home Tel …………………………………………… Work Tel: …………………………………………………

Mobile:……………………… E-mail:…………………………………… Date of birth:………………………

Nationality: …………………………………………

National Insurance No:…………………………………………………………………………………………………

Do you hold a current SIA licence? Yes [ ] No [ ]

SIA licence number …………………………………………… Expiry date ………………………………………

Are there any alleged offences outstanding against you? Yes [ ] No [ ] If yes to either question, give details

……………………………………………………………………………………………………………………………

Have you, ever been made bankrupt or have any Court Judgements against you, whether satisfied or not, within the last 6 years? Yes [ ] No [ ]

Has any order been made against you by a Civil or Military Court or Public Authority? Yes [ ] No [ ] If yes give details ………………………………………………………………………………………………………

**FIVE YEAR HISTORY**

* Please provide full and accurate information, so that BS7858:2012 screening can be completed smoothly.
* Ensure you provide details of any gaps in your employment/education history.
* Successful confirmation of your full five-year history is a requisite to full employment and we may require documentary evidence of previous employment, education or any other activity.
* Please continue on an additional sheet if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and full address of employer/education provider** | **Details** | **Dates (MM/YY)** | |
| Name: | Position held/ Qualification taken: | From: | / |
| Address: | Reporting to: |  | |
| Tel: | Reason for leaving: | To: | / |
| Email: |  |  | |
| **Explain gap if any (i.e. travelling, job seeker, living off savings, supported by family):** | | | |
| **Name and full address of employer/education provider** | **Details** | **Dates** | |
| Name: | Position held/ Qualification taken: | From: | / |
| Address: | Reporting to: |  | |
| Tel: | Reason for leaving: | To: | / |
| Email: |  |  | |
| **Explain gap if any (i.e. travelling, job seeker, living off savings, supported by family):** | | | |
| **Name and full address of employer/education provider** | **Details** | **Dates** | |
| Name: | Position held/ Qualification taken: | From: | / |
| Address: | Reporting to: |  | |
| Tel: | Reason for leaving: | To: | / |
| Email: |  |  | |
| **Explain gap if any (i.e. travelling, job seeker, living off savings, supported by family):** | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and full address of employer/education provider** | **Details** | **Dates** | |
| Name: | Position held/ Qualification taken: | From: | / |
| Address: | Reporting to: |  | |
| Tel: | Reason for leaving: | To: | / |
| Email: |  |  | |
| **Explain gap if any (i.e. travelling, job seeker, living off savings, supported by family):** | | | |
| **Name and full address of employer/education provider** | **Details** | **Dates** | |
| Name: | Position held/ Qualification taken: | From: | / |
| Address: | Reporting to: |  | |
| Tel: | Reason for leaving: | To: | / |
| Email: |  |  | |
| **Explain gap if any (i.e. travelling, job seeker, living off savings, supported by family):** | | | |
| **Name and full address of employer/education provider** | **Details** | **Dates** | |
| Name: | Position held/ Qualification taken: | From: | / |
| Address: | Reporting to: |  | |
| Tel: | Reason for leaving: | To: | / |
| Email: |  |  | |
| **Explain gap if any (i.e. travelling, job seeker, living off savings, supported by family):** | | | |

**PERSONAL REFERENCES**

* Please give the contact details of three people who have known you on a month by month basis for at least five years.
* These must not be relatives, anybody residing at your current address or former employers.
* Please inform your nominated personal references that they will be contacted to provide this.

|  |  |
| --- | --- |
| **Referee Details** |  |
| Name: | How long have they known you? |
| Address: |  |
|  | Relationship to you? |
| Tel: |  |
| Email: |  |
| **Referee Details** |  |
| Name: | How long have they known you? |
| Address: |  |
|  | Relationship to you? |
| Tel: |  |
| Email: |  |
| **Referee Details** |  |
| Name: | How long have they known you? |
| Address: |  |
|  | Relationship to you? |
| Tel: |  |
| Email: |  |

**Authorization and compliance**

**Declarations**

I certify that to the best of my knowledge, the information that I have given in my application for employment is true and complete and understand that any false statement or omission to Hulk Security Services Ne ltd or its representatives may render lead to termination of employment without notice. 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 confirmation of previous employment or unemployment. I understand that any materials submitted with this form became a part of the application form and will be returned by Hulk Security Services Ne Ltd. I understand that it is my responsibility to ensure that Hulk Security Service Ne Ltd always have a copy of my current, valid SIA licence(s). I understand that it is a requirement for all Non-EU employees to provide copies of their documents, annually on the anniversary of your start date with Hulk Security Services Ne Ltd.

**Disclosure**

You are applying for a position of trust and in the event of being offered employment by Hulk Security Services Ne, we may apply for a basic DBS check. However, having a criminal record does not necessarily bar you from employment. Disclosure information is treated in a sensitive way and is restricted to those who need to see it to make a recruitment decision. By signing this document, you allow Hulk Security Services Ne Ltd and its representatives to see a copy of the Disclosure.

**Screening**

I understand that any offer of employment with Hulk Security Service Ne Ltd is subject to satisfactory screening to BS7858, and I consent to being screened and will provide information as required. I confirm that the information provided is correct and acknowledge that any false statements or omissions could lead to the termination of my employment.

Applicant name: ………………………………

Applicant signature: …………………………………………. Date: ………………………

**authorisation and compliance (C*ontinued)***

**General Data Protection Regulation (GDPR)**

For the purposes of BS7858:2012, Hulk Security Services NE Ltd outsources your staff screening to, It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

this includes:

* Your name, address and contact details, including email address and telephone number;
* Details of your five-year history, including employment, education, skills, experience, character and activity during any gaps of over 31 days;
* Information about your entitlement to work in the UK;
* Information about your financial history (Bankruptcies, IVA’s and CCJ’s);
* Information about your identity;
* Information about your address history;
* Information about your criminal history;

Applicant name: ………………………………

Applicant signature: ………………………………………… Date: ………………………

**Annex A - Equal Opportunities Monitoring Form**

This form will be used to monitor how Hulk Security Service NE Limited compares nationally (and locally) with regards to equal opportunities. It will not be held for any purpose other than monitoring. By completing and returning this section you are providing the organisation with your consent to this use.

This form is optional and anonymous. It does not constitute any part of the recruitment process and is separated from the application form on receipt by a member of staff who is not involved in the recruitment and selection process.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Please indicate the group you fall into:** | | **Please indicate your marital status:** | | | **Religion:** |
| * 18 – 24 | | * Single Married * Civil Partnership Divorced * Prefer not to say Other (please state) | | | * Christian Jewish Sikh Muslim Hindu * Buddhist Rastafarian None * Prefer not to say * Other Religion (please specify) |
| * 25 – 34 | |
| * 35 – 44 | |
| * 45 – 54 | |
| * 55 – 64 | |
| * 65+ | |
| * Male | |
| * Female | |
| **Ethnicity**  **(Please indicate what you believe your ethnic group is. Choose one section from A to F.)** | | | | | |
| **A** | * White British * White European * White other (please state) | **B** |  | * Mixed * White and Black Caribbean * White and Black African * White and Asian * Other Mixed Background (please state) | **C**   * Asian or Asian British * Indian * Pakistani * Bangladeshi * Other Asian Background (please state) |
| **D** | * Black or Black British * Caribbean * African * Other Black Background (please state) | **E** |  | * Chinese * Other (please state) | F   * Any other Ethnic Group (please state) |
| **Where did you hear about this vacancy?** | | | | | |
| * **Newspaper** * **Company Website** | | * **Agency** * **Word of mouth** | | | * **Other (please state)** |

|  |
| --- |
| **Annex B – Screening Checklist** |
| **Final check of all items to be returned with this form, the more information we have to start with the quicker the vetting process. This section to be completed by the Account Manager.** |
| Please tick to ensure you have completed the following actions:   * I have visually inspected the right to work documentation and have taken a certified copy of the required documentation. * I have visually inspected the proof of current residence documentation and have taken a certified copy the required documentation. * I have visually inspected the identification documentation and have taken a certified copy the required documentation.) * I have checked that the application form has been completed correctly, is signed and all entries are clear and legible. * I have checked that the form contains all the necessary information required for BS7858 screening. * I have checked that the combination of previous employers and schools colleges provides an unbroken 5 years history with explanations provided for any gaps of over 31 days. * I have checked that the character referees given have known the applicant for the last five years. Where the character references have not known the candidate for five years, I have obtained further character references and informed the applicant to tell their referees that they will be contacted to give references. * I have checked the school and college information. If there is a gap of more than 2 months since the applicant left full-time education, I have ensured that the applicant has provided further information to clarify this gap (except for students leaving at the end of the summer term, in which case the period is extended to 1st November of that year). * I have checked that a full five years worth of address history has been provided. * I have checked that the two authorizations to process the candidate data have been completed properly and signed by the applicant. |
| **Account Manager name (printed): Account Manager signature:**  **Account Manager date:** |

**Annex C - List of acceptable documentation**

**The documents must show candidates name (and current address, if proof of address) and be validated**

**‘original seen and verified by [NAME] on [DATE]’’ by a responsible member of staff.**

**Acceptable Proof of Identity Documents (1 document required):**

* + Valid current British Passport;
  + Signed valid passport of any other nationality;
  + Driving Licence (photocard only, or with paper counterpart if issued by the DVA in Northern Ireland);
  + Original Full Birth Certificate - issued within 12 months of date of birth (Please note that a short birth certificate is not acceptable); or
  + UK biometric residence permit card.

**Acceptable Proof of Address Documents (2 documents required)**

* + Valid UK Firearms Licence (with photo)
  + Valid UK Driving Licence (Paper or photocard, only in event of not being used for Identity)
  + P45 - issued in last 12 months\*
  + P60 - issued in last 12 months\*
  + Bank, Building Society or Credit Card Statement – issued in the last 3 months\*
  + Mortgage Statement- issued in the last 12 months\*
  + Utility Bill – issued in the last 3 months (maximum of 1 utility bill per screen)\*
  + Pension, ISA or Endowment Statement - issued in last 12 months\*
  + Letter from HMRC, DWP or Local Authority – issued in the last 3 months\*
  + Credit card statement – issued within the last 3 months\*
  + Council Tax Statement - issued in last 12 months\*
* Documents must be dated within the specified time limit at the time of supply to G&A Security NE Ltd.

**Acceptable ‘Right to work’ Documents\*\* (1 Document required):**

* + British Passport: current or ‘out of date’ acceptable;
  + Passport, National Identity card, Registration Certificate, Permanent residence card or document certifying permanent residence from an EEA or Swiss National;
  + A full UK birth certificate, accompanied by a document confirming the permanent NI No (Tax letter, p60, P45 etc);
  + A full UK Adoption Certificate, accompanied by a document confirming the permanent NI No (Tax letter, p60, P45 etc);
  + A current Biometric Immigration document, endorsed passport or immigration status document issued by the Home office, accompanied by a document confirming the permanent NI No (Tax letter, p60, P45 etc); or
  + A certificate of naturalization as a British Citizen, accompanied by a document confirming the permanent NI No (Tax letter, p60, P45 etc.)