



Crown Security Services, 9/14 Cranford Way, Birmingham, B66 2RU

**APPLICATION FORM FOR EMPLOYMENT**

Position Applied For:		How Did You Hear About Us?:	
Surname:		First Name:	
Address:			
City:		Postcode:	
Phone:		Mobile:	
Email:		N.I. Number:	

Do you need a permit and/or Visa to work and/or stay in the UK?	YES/NO
If YES please give details:	Expiry Date:
Which airport/port did you enter the UK:	
Date of entry:	
<b>These details will be checked with the Borders and Immigration Agency!</b>	

<b>SIA LICENCE DETAILS:</b>			
Current Badge Holder:	YES / NO / APPLIED:		
Expiry Date:		License Number:	

<b>EDUCATION HISTORY: Detail all education from 11 years old and qualifications obtained.</b>		
Month & year	School/College	Qualifications

<b>TRAINING: List all training courses attended and certificates obtained including SIA training.</b>		
Month & year	School/College	Qualifications

<b>FINANCIAL HISTORY: List any Bankruptcy, Insolvencies, County Court Judgements, etc from the last 6 years, (In accordance with BS 7858 we must carry out a credit reference check).</b>		
Date	Court	Details



**Previous History:** Please record your previous history below. We must have minimum 5 years history (or to school leaving age) before we can consider employment. Please include details of any periods of unemployment, self employment, sickness, travel, gap years or other activity.

**Start with Current/Most Recent First and continue on a separate page if necessary.**

Start Month/Year	Finish Month/Year	Name and Address of Employer	What were you doing
1			
Contact Name:		Notice required and/or reason for leaving:	
Contact Number:			
Email Address:			
2			
Contact Name:		Reason for Leaving:	
Contact Number:			
Email Address:			
3			
Contact Name:		Reason for Leaving:	
Contact Number:			
Email Address:			
4			
Contact Name:		Reason for Leaving:	
Contact Number:			
Email Address:			
5			
Contact Name:		Reason for Leaving:	
Contact Number:			
Email Address:			

Please use a separate sheet if necessary and sign and date.



**APPLICANT SCREENING**

**All applications will be fully screened prior to full employment. Failure to provide relevant and accurate information or if supplied information is unsatisfactory may result in rejection of your application without notice and termination of any provisional employment. This is in accordance with BS 7858 YOU MUST THEREFORE SUPPLY ALL THE INFORMATION REQUIRED**

**Character References**

Before we can proceed with your application we require 2 character referees from persons not related to you, not living at your address and known to you for at least 2 years. Supply the information below and we will write to them.

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

**Other Employment**

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

[Empty box for listing other employment]

**Leisure**

Please list your leisure/hobbies and to what level you pursue them:

[Empty box for listing leisure/hobbies]

**Criminal Record**

State any criminal convictions (subject to Rehabilitation of Offenders Act 1974). If none state NONE:

**You must not leave this box blank.**

[Empty box for criminal record]

Please give details of any holiday commitments already booked or planned:

Date: Period:

[Empty box for holiday commitments]

**Transport**

Do you have access to your own transport?	Vehicle Type:
How many years have you held a full licence for:	License Type: Full/Provisional



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**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 Day and Night foot patrols 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 work in varied environments including strobe lighting therefore allergies or issues in respect of this need to be known.	
Security Officers work for long periods as Lone Workers with telephone support only. This can cause anxiety and stress in some scenarios.	
Security Officers may face stressful situations and or incidents therefore ability to remain calm and alert are fundamental	
A Security Officers sensory awareness is vital to the safety of oneself and to others. Therefore: Sight, Smell and Hearing integrity is important.	
Security Officers routines are often irregular therefore this may impact on any time specific medication or treatments.	
<p><b>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.</b></p>	

**General**

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

Chest =	Waist =	Inside leg =	Shirt =
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<p><b>Please give details of any days/hours/shifts you CANNOT work:</b></p> <p>Reason</p>
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<b>Bank Account Details (This can be provided upon commencement of employment if preferred):</b>		
Account Name:	Sort Code:	Account Number:
Branch Address:		

<b>Name and Address of contact in the case of emergency:</b>	
Name:	Relationship:
Address:	



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<b>Phone:</b>	<b>Mobile:</b>
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**DECLARATION BY APPLICANT**

- I agree not to divulge any information however acquired relating to the Company, its Business or its Clients to any other Person, Company or Organisation without written consent from the Company either during or after employment is determined.
- I agree to abide by the rules of the company at all times and agree to a personal search as and when required.
- I agree to attend Training Courses appropriate to my employment as mutually agreed by the company and myself.
- If accepted I consent to a medical examination carried out by a company nominated Doctor if required.
- I have detailed my previous 5 years history and consent to the company contacting such persons including character referees as necessary to verify those details in accordance with British Standards BS 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 I accept any provisional offer of employment.
- I understand that any offer of employment is subject to the satisfactory 5 years screening process.
- I understand that any offer of employment is subject to 12 weeks probationary period.
- I understand that, and agree a credit reference check must be completed to determine my financial position at the time of application. (I could provide this at Interview as long if it is dated within 3 months)
- 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 dismissal without notice.
- I understand that all documents submitted by me to prove identity and/or address may be checked for authenticity and any anomalies will be reported to the necessary officials without reference.
- I understand that it is a criminal offence to make false statements on this Application Form.
- I confirm that if I commence employment with your company and I am registered as unemployed, I will inform the relevant authorities of my revised employment status.
- I understand that it may be necessary to share or divulge or request checks including my personal data where necessary for the performance of a contract. This does not affect my rights under GDPR (General Data Protection Regulation) but refusal may affect suitability for employment or to work on a specific contract. The adjoining form must be completed to progress your application.
- I agree where checks are carried out which will involve a charge, Crown Security Services will inform me in advance of the costs and I give permission for the said charges to be deducted from my salary.

**SIGNATURE APPLICANT:**

**NAME:**

**DATE:**

<b>OFFICE USE ONLY</b>			
<b>Interviewed By:</b>		<b>Date:</b>	
<b>Accept</b>	<b>Reject</b>	<b>Hold</b>	<b>Rate of Pay:</b>
<b>Start Date:</b>		<b>Site:</b>	



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**Applicant Consents as required by General Data Protection Regulations**

Name:

Address:

City:

Postcode:

N.I. Number:

**Consent**

I hereby give my express consent for Crown Security Services and/or its agents to contact those previous employers, government agencies and departments and other interested parties and organisations as determined by them from information supplied by me, to request provision of data regarding my previous employment status, personal history, benefit claims or declared activities in order for Crown Security Services or its agents to satisfy the mandatory requirements of BS 7858 Screening and Vetting British Standard that will enable me to proceed with my application for employment with them, and work within the private Security Industry.

**Permission to Share and Retain**

I further declare that I give express and unreserved permission for previous employers, government agencies and departments and other interested parties and organisations as determined to share any information pertaining to the above with Crown Security Services or its agents.

I understand that any information will be retained for the minimum time necessary and will be permanently deleted afterwards.

Retention times will be determined by regulatory bodies and government departments (DWP, HMRC SIA, ICO, etc).

All retained data will be safely secured and access restricted to authorised parties only

This permission includes sharing my personal data with certification bodies carrying out audits within the business operations of Crown Security Services who will need confidential and supervised access to personnel files and records.

**SIGNATURE OF APPLICANT:**

**DATE OF SIGNATURE:**

**If you do not wish to consent to this please place a tick in the box and we will not process your application any further and we will delete all data that we hold on you unless we are required by law to retain it.**