

**Job Application Form**

**Information**

Applications should be completed in **BLOCK CAPITALS** and in **BLACK** ink.

Please check that all the sections have been completed. If a section does not apply to you endorse this to show not applicable – n/a.

Applicants who can demonstrate in their applications that they possess the skills, experience and abilities that the post demands, stand the best chance of being short listed and selected for interview.

You can refer to any relevant skills, knowledge and experience you have acquired in paid or unpaid work (that is, outside full-time employment); for example: studying, training, social activities, organising sports, community or voluntary work.

Please ensure that any continuation sheets are headed with the reference number supplied with this form.

References will be followed up if you are offered employment with Region Security Guarding Limited. Furthermore, Region Security Guarding Limited must complete a full five-year work history check, or back to school leaving if less, within twelve weeks of your commencement work.

Section 8 of the 1996 Asylum and Immigration Act make it a criminal offence for an employer to take on a new employee, whose immigration status prevents him or her taking up the post in question. This applies to all types of employment, including part-time temporary and casual arrangements.

Any data about you will be held in completely safe and secure conditions, with access restricted to those involved in dealing with your application and in the selection process. As indicated elsewhere, the data you provide will be used to monitor the effectiveness of Region Security Guarding Limited's equal opportunities policy. We will be unable to process your application unless we can use your personal data in the ways mentioned above. We shall consider that by signing and submitting the application form, you are giving permission to the processing of your data in the ways defined above.

Application forms should be returned to:

Region Security Guarding Limited  
84C Darlington Street  
Wolverhampton  
WV1 4EX

Tel: 01902544321 Email: [info@regionsecurityguarding.co.uk](mailto:info@regionsecurityguarding.co.uk)

### **Security Screening/Vetting**

Your possible employment within the security industry is dependent on security screening. This is done following the rules of British Standard 7858.

To ensure that the integrity of each applicant is of suitable standard to work in a position of great trust, we will need to check either for the last five years or back to your completion of full time education if it was less than five years ago.

In completing the application form, you must give as much detail as possible. We will confirm your education and employment history on a continuous month-by-month basis.

We will contact each of your previous employers and educational institutions within the time as stated above.

We will need to contact your current employer before we can complete the 5-year screening. Permission to do so is a condition of the offer or conditional employment. If such permission is withheld this offer will be withdrawn if the security screening is not concluded satisfactorily.

#### **Previous employment should be detailed as follows:**

- Date of start and finish of employment months and years.
- Name of line manager and your position within the company at the time of leaving.
- Full name and address of the company.
- Full telephone number of the company.

It is important to detail each job that you have had no matter how short the contract. In the case of working through an agency it is necessary to give only the agency name, address and contact.

#### **In the case of unemployment or gaps in employment:**

Where you have registered with an employment service office, fill in the appropriate form. You will find this attached to your application form.

Where you have been, unemployed and have not registered with an employment service office, please nominate a character referee who is not related to you and can verify by knowing you at the time that you were unemployed for the dates shown. Please supply name, address and telephone number.

You must seek permission from the character referees sought, as we will write/telephone them to confirm the information you have supplied.

#### **Previous education should be detailed as follows:**

- Name, full address and telephone number of school/college/university.
- Date of start and finish of education at each in months and years.
- The qualifications you gained.

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**Character referees:**

Please nominate one person who has known you for at least two years immediately prior to the commencement of the screening process. The character reference should not be a previous employer, relative (by blood or marriage) and/or person residing at the same address as you. This person should not be related to you but may be a current or previous colleague.

- Full name, address and postcode
- Full telephone number
- Length of time you have known the character referee

**Financial History**

From 1<sup>st</sup> January 2007, all applicants must undergo a financial history check in accordance with screening and vetting BS 7858.

**Condition period of employment:**

After gaining references to confirm your occupation for the previous five years we may offer you a position on a conditional basis whilst we are checking the remaining references. This period will be for a no longer than twelve weeks.

**Criminal Offences**

As part of our security screening process we ask you to declare any previous criminal proceedings you may have had taken against you. Please give full details.

We would point out that the company complies with the provisions of the Rehabilitation of Offenders Act 1974 stating that convictions that have been 'spent' must be ignored.

**I HAVE READ THE ABOVE UNDERSTANDING AND I HAVE ACCEPT AND AGREE WITH THE COMPANY POLICY.**

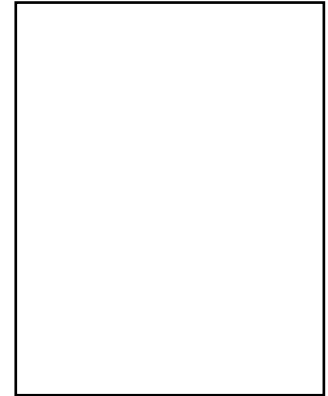
**Printed Name:**

**Signature:**

**Date:**

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**Region Security Guarding Limited**

84c Darlington Street, Wolverhampton WV1 4EX

Email: info@regionsecurityguarding.co.uk | Control: 01902 544321 Telephone: 01902 546420

**PRIVATE & CONFIDENTIAL: APPLICATION FOR EMPLOYMENT**

**Please note: Attach copies of SIA, Proof of address, ID and CSCS (If Applicable)**

Position

Applied For: \_\_\_\_\_

Surname: \_\_\_\_\_ First Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Email: \_\_\_\_\_

Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_

Do you need a permit to Work within the UK? **YES**  **NO**  Expiry date: \_\_\_\_\_ Port of Entry: \_\_\_\_\_

National Insurance Number: \_\_\_\_\_

D.O.B: \_\_\_ / \_\_\_ / \_\_\_

**SIA LICENCE DETAILS**

Do you possess a valid frontline SIA Licence? **YES**  **NO**  Circle Type: Security, Door S/Visor, CCTV, CVIT

Licence Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Licence Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Licence Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

**Education History:** Detail all education from 11 years old and qualifications obtained.

From: MM:YY	To: MM:YY	School/College:	Address:	Qualifications:

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**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.

**INCLUDE DETAILS OF ANY PERIODS OF UNEMPLOYMENT, SELF-EMPLOYMENT, SICKNESS, TRAVEL, GAP YEARS OR OTHER ACTIVITY.**

Start With Current/Most Recent First'; continue on a separate page if necessary.

Start Month/Year	Finish Month/Year	Name and Address of Employer	What you were doing
1			
Contact Name:		Notice Req'd and/or Reason for leaving:	
Contact Number:			
2			
Contact Name:		Reason for Leaving:	
Contact Number:			
3			
Contact Name:		Reason for Leaving:	
Contact Number:			
4			
Contact Name:		Reason for Leaving:	
Contact Number:			
5			
Contact Name:		Reason for Leaving:	
Contact Number:			
6			
Contact Name:		Reason for Leaving:	
Contact Number:			
7			
Contact Name:		Reason for Leaving:	
Contact Number:			

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# REGION SECURITY GUARDING

## APPLICANT SCREENING

All applications will be 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.**

### References

Before we can proceed with your application we require 2 character references from persons not related to you, not living at your address and known to you for min 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:

### 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.**

**IF NONE STATE 'NONE' DO NOT LEAVE THIS BLANK.**

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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 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><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>	

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**General**

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

Chest:	Waist:	Inside Leg:	Collar:	Shoe:
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**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 information 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: \_\_\_\_\_

**Do you have access to your own transport?** Yes  No  **Vehicle:** \_\_\_\_\_

**Driving Licence Details:** Licence Type: \_\_\_\_\_ (Full/Provisional) Expiry Date: \_\_\_\_\_

Convictions (points): \_\_\_\_\_

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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 understand that a medical examination or physical assessment may be carried out as part of any probationary period.

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 in all cases 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 agree to be subjected to a credit reference check to determine my financial position at the time of application.

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 will be UV 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

**APPLICANT SIGNATURE:** \_\_\_\_\_ **NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_

**OFFICE USE ONLY**

INTERVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_ ACCEPT/REJECT: \_\_\_\_\_

NOTES: \_\_\_\_\_

START DATE: \_\_\_\_\_ ASSIGNMENT: \_\_\_\_\_ RATE OF PAY: \_\_\_\_\_

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