

<b>Office Use Only</b>					
Pre-screened by HR	Yes	By:	Passed Pre Screen	Yes / No	
RTW	Y / N	Driving Licence	Y / N / NA	5 Year History	Y / N
Pre screen comments:					
Interview Date & Time:			Interview Location:		
Proceed to Vetting?	Yes / No	Post interview Comments:			

To apply for employment with Ward Security Limited, please complete this form in full and e-mail it to [recruitment@ward-security.co.uk](mailto:recruitment@ward-security.co.uk) or post it to A9-A10 Spectrum Business Centre, Anthony's Way, Medway City Estate, Rochester, Kent, ME2 4NP. Please note that if you are posting your application form back to us it must be sent with the correct postage amount, otherwise it will not reach us. A stamp of Large Letter value or higher is likely to be needed.

Once you have returned your completed application form, if we wish to speak to you further we will contact you within 14 days. If you do not hear anything within this time frame, then we regret that at this time you have not been successful. We will however hold your application form on file for a period of six months in case a suitable position arises. We would be grateful if you could refrain from contacting us in relation to your application if we have not contacted you.

All applicants must have an SIA License (for Security positions), a full 5 year work or education history (with no gaps) that we can check and the right to work in the UK. For some positions, where driving a Company vehicle is a requirement or where site location and/or shift times dictate, a driving license and the use of your own transport will also be necessary.

Position applied For: _____
How did you hear about Ward Security Limited? _____
Do you require full or part time work? Full Time / Part Time
Do you have <b>any</b> restrictions to times and days you can work? Yes / No
If yes, please confirm restrictions: _____
Name of introducing Officer (If Applicable): _____

**PERSONAL DETAILS**

Mr/Mrs/Miss/Ms: _____ Surname: _____
First name(s): _____
Former names (including maiden name): _____
Address: _____ _____ _____
Post Code: _____
How long have you lived at this address: _____ (If you have lived at the above address for less than 5 years, please provide 5 year address details on the additional information sheet at the end of the application form.)
Telephone number: _____ Mobile Number: _____
E-Mail address: _____

Place of Birth: _____	Nationality: _____
If not born in the UK, state date and place of entry: _____	
_____	
Work Permit/Visa No: _____	Expiry date: _____
Type of Visa: Limited Leave to Remain <input type="checkbox"/>	Indefinite Leave to Remain <input type="checkbox"/>
Right to Abode <input type="checkbox"/>	Family <input type="checkbox"/>
Other (Please state): _____	
Visa Restrictions (no of hours, type of work etc) _____	
Marital Status: _____	
Name and address of next of kin: _____	
_____	
Telephone Number: _____	Relationship: _____

**BACKGROUND INFORMATION**

National Insurance number: _____	
Have you ever been convicted or cautioned for any offence?	Yes / No
Date of conviction: _____	
Offence _____	
Sentence: _____	
Have you ever been dismissed by an employer for misconduct?	Yes / No
If yes, please give dates and details: _____	
Are there any prosecutions pending against you:	Yes / No
If yes, please give dates and details: _____	
Do you have any County Court Judgments for debt?	Yes / No
If yes, please give dates and details: _____	
Have you ever been declared bankrupt in a County Court?	Yes / No
If yes, please give dates and details: _____	

**DRIVING LICENCE**

Do you hold a full UK licence?	Yes / No
Date obtained: _____	
Manual or automatic? _____	
Licence Number: _____	
Do you own your own transport?	Yes / No
Do you have any motoring offences?	Yes / No
If yes, please give dates and details: _____	

**EDUCATION BACKGROUND**

Name and address of school/college/university	From	To	Exams passed

**SERVICE BACKGROUND**

If this section is not applicable to you, please tick this box

Please circle which Service you have been a member of:					
Royal Navy	Army	RAF	Police	Fire Service	Merchant Navy
Date from: _____			Date to: _____		
Rank Attained: _____			Decorations: _____		
Are you liable to recall?		Yes / No		Conduct Record: _____	
Are you a member of any RESERVE involving Annual Training?					Yes / No

**EMPLOYMENT RECORD**

Please provide details of all periods of employment, unemployment and self-employment within the **past 5 years**. If there are any gaps of more than 28 days which cannot be filled in with the Education information provided on page 3 of this application form, then your application will not be considered. Please ensure that full dates are given as start and finish dates of each entry where possible, and that at a minimum months and years are provided.

Employer Details	Position held with company	Employment dates	Reason for leaving
Current Company name and address:  Contact name:  Telephone number:  E-mail:  Fax:		From:    To:	Notice Period:
Company name and address:  Contact name:  Telephone number:  E-mail:  Fax:		From:    To:	
Company name and address:  Contact name:  Telephone number:  E-mail:  Fax:		From:    To:	
Company name and address:  Contact name:  Telephone number:  E-mail:  Fax:		From:    To:	

**QUALIFICATIONS**

Do you hold any of the following security related qualifications?	
SIA Licence:	Yes / No
Types of SIA Licence(s) held: _____	
Expiry date(s): _____	
SIA Licence numbers: _____	
Have you ever had an SIA License refused or revoked for any reason? <span style="float: right;">Yes / No</span>	
<b>If the answer to the above question is 'Yes' please ensure that you provide full details of the circumstances and the outcome on the additional information sheet at the end of the application form.</b>	
Basic Job Training:	Yes / No    Certifying Organisation: _____
NVQ in Security:	Yes / No    Certifying Organisation: _____
First Aid:	Yes / No    Certifying Organisation: _____
If yes, type of first aid course: _____	
Health and Safety:	Yes / No    Certifying Organisation: _____

**PERSONAL REFERENCES**

Please give names and addresses of two people, **not related to you, or living at the same address**, who have known you for at least 5 years, who can provide a character reference. These should not be ex or current managers or anybody that may provide an employment reference.

<b>Reference One</b>	<b>Reference Two</b>
Name:	Name:
Address and postcode:	Address and postcode:
Telephone Number:	Telephone Number:
How long have you known this person:	How long have you known this person:
Occupation:	Occupation:
Relationship to you (they must not be related to you):	Relationship to you (they must not be related to you):

**SELF EMPLOYMENT HISTORY**

If you have been self-employed within the last 5 years, please provide us with your accountant's details for verification.

Name:	
Address and postcode:	
Telephone Number:	
How long have you used this accountant?	

**PERSONAL SUMMARY / ADDITIONAL INFORMATION**

You may use this page to tell us about your skills and to provide us with additional information, e.g. your full 5 year address history.

**DISABILITIES**

Ward Security Limited is committed to being an equal opportunities employer, and wish to assist and support disabled job applicants through the recruitment process. As such, the information provided in this section will only be used to provide assistance where necessary, and under no circumstances used in order to screen application forms.

Do you require any special arrangements to be made for your interview on account of a disability? Yes / No

If "yes", please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your interview and thus meet our obligations under the Equality Act 2010:

Do you have a health condition that affects your ability to act as a lone worker or carry out regular patrols, after taking into account special arrangements that could be made to overcome your difficulty with acting as a lone worker or carrying out regular patrols? Yes / No

If "yes", please give brief details of the effects of your health condition on your ability to act as a lone worker or carry out regular patrols:

**DECLARATION**

I understand that my employment is subject to satisfactory vetting, I authorise Ward Security Limited to carry out such enquiries as may be necessary at the Company's discretion, into my background, employment record and right to work in the UK as governed by UK Legislation.

I hereby certify that the details given in this application are true to the best of my knowledge. I understand that if any false declarations are made, I will be liable for dismissal.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

**STATEMENT OF VETTING POLICY**

**Please read this statement carefully, before you complete the application form.**

If the information is found to be incorrect, or incomplete in some areas we will not be able to offer you employment, or will need to terminate any temporary post we may have offered.

Having read and understood the document please sign the declaration below and return it with your completed application form.

The Company is committed to ensuring that it provides a first class service to its customers. It is essential that our recruitment procedures ensure that we select only suitable candidates for posts, which may have responsibility of protecting our client's premises and property. Thus, you will find that our application forms are extremely

thorough and quite complex, after completion of this form we will carry out a detailed check of the information, your references and background.

The Company may check documents you provide as proof of identity under ultra-violet scanner for authenticity purposes to deter identity theft and fraud. Any that appear to be forgeries will be reported to the relevant authority.

This statement is provided to ensure that you are aware of our requirements, and have no objection to our confirming the details. These checks are rules agreed with the Security Industry regulatory bodies, and are part of our quality procedures.

### **References and background**

We will check your employment history over the last 5 years, or since you left school, if that period is less than 5 years. Should there be gaps in your employment history through changing jobs, un-employment or self-employment, give the name of people of good repute who can vouch for your activity during the period, or the details of the Dept of Employment Offices at which you were registered. You should, in putting forward referees, first seek their permission, and let them know that we will be approaching them. We may also check your right to work in the UK in order to fulfil our obligations with regards to government legislation.

### **Criminal Offences**

You are also required to state any criminal proceedings that may have been taken against you. You can ignore parking fines; however details of all other offences, including motoring, must be declared. Under the terms of the Rehabilitation of Offenders Act 1974 we must, and will, ignore offences which occurred some time ago, and for which the time limits laid down in the Act, have now been passed.

### **Disabilities**

You have been asked to complete a section entitled 'Disabilities'. Ward Security Limited is committed to being an equal opportunities employer, and wishes to assist and support disabled job applicants through the recruitment process. As such, the information provided in this section will only be used to provide assistance where necessary, and under no circumstances used in order to screen application form. We can confirm that this information will be kept strictly confidential. We may refer to an Independent Occupational Health Advisor who will assist us both with ensuring your fitness for work.

### **Consumer Information Check**

The material facts completed on the application form will be used for a Consumer Information Check to be run against you. The results of this check will include confirmation of any aliases, full postal addresses for the previous 5 years, registration on the electoral roll, date of birth and details of any County Court Judgments and Bankruptcy Orders against you. All information disclosed on the results will be kept strictly confidential. Should any concerns be raised from the results of the Consumer Information Check, the Company reserves the right to withdraw any offer of employment. Please be aware that numerous credit checks may have an adverse effect on your credit rating.

### **Vetting**

I have read and understood the information regarding the Company vetting procedure and can confirm that all details and material facts given on the application form are true. I acknowledge that any misrepresentation or failure to disclose material facts either during application or throughout employment may constitute grounds for immediate dismissal and/or legal action.



**Data Protection**

Information from this application form may be processed for purposes registered by the Employer under the Data Protection Act 1998. Individuals have, on written request and on payment of a fee of £10, the right of access to personal data held about them.

For the purposes of compliance with the Data Protection Act 1998, I hereby give my consent to Ward Security Limited processing the data supplied in this application form for the purpose of recruitment and selection.

I agree that the details contained within this application form and associated references and documents may be retained on file by Ward Security Limited for future referral as applicable.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

**To Whom It May Concern:**

I \_\_\_\_\_ Authorise Ward Security Limited of A9 and A10, Spectrum Business Centre, Anthony's Way, Medway City Estate, Rochester, Kent, ME2 4NP to approach Government Agencies, former employers and those individuals providing character references for verification of my employment / unemployment record and other information pertinent to my employment during the security screening period.

I understand that this information will only be used for the purposes of my application for the position of \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

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

**EQUAL OPPORTUNITIES**

In accordance with our Policy, Ward Security Limited will provide equal opportunities to any employee or job applicant and will not discriminate either directly or indirectly because of race, sex, sexual orientation, gender reassignment, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity.

In order to assess how successful this policy is we have set up a system of monitoring all job applications. We would therefore be grateful if you would complete the questions on this section of the form. We have asked for your name to enable us to monitor applications at shortlisting and appointment as well as application stage.

All information will be treated in confidence and will not be seen by staff directly involved in the appointment. The questionnaire will be detached from your application form, stored separately and used only to provide statistics for monitoring purposes. Thank you for your assistance.

**Equal Opportunities**

Position applied For: \_\_\_\_\_ Job Ref No: \_\_\_\_\_

Full Name: \_\_\_\_\_

Gender: Male / Female

Age:

Marital Status: Married / Single / Other

Do you have responsibility for dependants? (Dependants relates to children, or elderly or other persons for whom you are the main carer.) Yes / No

Do you have any disabilities? Yes / No

Ethnic Origin (relating to a sense of identity/belonging on the basis of race/culture) - I would describe myself as (choose ONE of the below categories, circling it to indicate your cultural background):

<b>White</b>	<b>Chinese</b>	<b>Black or Black British</b>
White - British	Chinese	Black – African
White - Other	Other	Black – British
		Black – Caribbean
		Black - Other
<b>Mixed</b>	<b>Asian</b>	<b>Arab/Middle Eastern</b>
White & Black African	Asian - Bangladeshi	Arab
White & Black Asian	Asian - Indian	Iraqi
White & Black Caribbean	Asian – Pakistani	Kurdish
Mixed - Other	Asian - Other	North African
		Other