**If you need this form in larger print please contact 01639/892795**

Please complete this form in **black ink** continuing on separate sheets if necessary.

**IMPORTANT INFORMATION TO BE READ PRIOR TO COMPLETING APPLICATION:**

Application forms must be completed in full and accurately, your form will be returned to you if any information is missing. Missing and/or inaccurate information may result in the application being rejected from the selection process.

All appointments are conditional upon the receipt of all required checks and references being satisfactory in accordance with BS 7858 Vetting of Security Personnel and this will require the surrender of documentation confirming proof of Address, identity and eligibility to work in the UK.

 Information is gathered to facilitate security screening in order to determine whether individuals are suitable to be employed in a Security environment, the information will be held in your file & not shared with 3rd parties without your consent. The passing of your vetting file is part of your continued employment.

If at any time you wish to view the personal information we have on file please contact the vetting officer Laura Woodman-Ralph

enquiries@siluriansecurity.co.uk

The company uses Amberpay as a payroll solutions company and may share sensitive information regarding contact details /ID with them.

|  |  |
| --- | --- |
| **Position applied for** |  |
| **Title** |  |
| **Surname** |  |
| **First name(s)** |  |
| **Current Address** |  |
|  |
|  |
|  **Postcode** |
| **Date lived at above address from:** | **\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_ (DD/MM/YYYY)****If you have not lived at this address for last 5 years complete Section 1 of application form** |
| **Telephone number** | **Home Mobile** |
| **Email address** |  |

|  |  |
| --- | --- |
| Do you require any special arrangements to be made for interview/assessment on account of a disability? | **No / Yes**  |
| **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/assessment and thus meet our obligations under the Equality Act 2010. |
|  |

**1 PREVIOUS ADDRESS INFORMATION FOR LAST 5 YEARS (If applicable)**

|  |  |  |
| --- | --- | --- |
| **ADDRESS & POSTCODE:** | **FROM:** | **TO:** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**2 EDUCATION & QUALIFICATIONS**

|  |  |  |
| --- | --- | --- |
| **Name and Address****of Uni, College, School** | **Dates Attended** | **Qualification Studied/Achieved** |
|  |  |  |
|  |  |  |
|  |  |  |

**3 MILITARY SERVICE HISTORY (If applicable)**

|  |  |
| --- | --- |
| Have you ever serviced in HM Forces or Police force? | **Yes/No** **(If yes, complete details below)** |
| Name of service: |  |
| Service No: |  |
| Regiment/Force: |  |
| Date Joined: | Date Left: |
| Rank and Conduct on Discharge: |  |

**4 CAREER HISTORY**

Please supply work history for a minimum of the last 5 years. **All** periods **MUST** be accounted for without gaps. Include any periods of unemployment and/or self-employment, unemployment gaps must be backed up with documentation confirming this. Full postal address, contact telephone numbers are required.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Company Name, H.O Address, Telephone no/Email&Line Manager Name** | **Job Role** | **MM/YYYY Started** | **MM/YYYY****Left** | **Reason for Leaving** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |

**5 NON-WORK INTERESTS**

Please give details of any activities or personal interests that may be relevant to this application and that you have not already mentioned elsewhere.

|  |
| --- |
|  |

**6 REASON FOR THIS APPLICATION**

Please explain why this post interests you, and what particular knowledge, skills, experience and qualities you possess that make you suited for this post.

|  |
| --- |
|  |

**7 OTHER INFORMATION**

|  |  |
| --- | --- |
| National Insurance Number: |  |
| Are you a British subject or a National of any EEC country? | **Yes/No**  |
| If no, do you have a current work permit? If so, please state the expiry date of your right to work in the UK and/or your work permit. |  |
| Date and Port of Entry to UK: | **\_\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_\_** |
| **IMPORTANT: All applicants are required to present their passport as proof of identity. The original document must be seen and the Company will need to retain a copy for their records. Where applicable, original documentation for visas, work permits and proof of eligibility to work in the UK will also be need to be presented and copies retained on record.** |
| **SIA LICENSE NUMBER:** |  |
| **SIA LICENSE EXPIRY DATE:** |  |
| **CRIMINAL OR CIVIL OFFENCES:**Have you ever appeared before a court charged with a criminal, civil or military offence and been convicted? **Yes / No**If so please give details of any unspent convictions. Spent convictions do not have to be declared as the job is not one covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. As this post is one covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 both spent and unspent convictions must be declared: |
|  |
| Do you hold a full driving licence? | **Yes/No** |
| Driving License No: |  |
| Do you own and/or have use of a car? | **Yes/No** |
| Do you have any current endorsements or motoring offences? **Yes/No****If yes, please specify:** |
| Is your present post your sole regular employment? | **Yes/No** (Please specify) |

|  |  |
| --- | --- |
| **How did you hear of this vacancy?** |  |

|  |  |
| --- | --- |
| **Character Reference****You are required to give the Name, Address and Telephone number of 1 character referee, this referee cannot be someone residing in your residence or be a family member / relative and must have known you for a minimum of 2 years within the last 5 years.** |  |

**DATA PROTECTION**

We promise to keep your details completely secure and will never sell your personal data to any third party organisations.

The Information from this application will be processed for purposes registered by the Employer under the GDPR 2018 for vetting purposes only. Individuals have, on written request, the right of access to personal data held about them, they also have the right to request the restriction or suppression of their personal data.

We hold your information for a period of 7 years after employment has ceased, this is to comply with the law, however, should you wish to be forgotten then please inform us verbally or in writing to Silurian Security Services Ltd, 86 Margam Road, Port Talbot, SA13 2BW and we will destroy your personal information with immediate effect.

**Print your name if you agree to the above Declaration:………………………………………………….**

**Sign your name if you agree to the above Declaration:…………………………………………………**

If you think Silurian Security Services Ltd have made a data breach then you can report this to the ICO

**DECLARATION**

I understand that employment with the Company is subject to satisfactory references and security screening in accordance with BS 7858 the Vetting of Security Personnel.

I undertake to cooperate with the Company in providing any additional information required to meet these criteria. I authorise the Company to approach previous employers, schools/colleges, character referees or Government Agencies to verify that the information I have provided is correct, if any costs are incurred in obtaining references, the cost will be deducted out of the first week’s salary.

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 Company or its representatives may render me liable to dismissal without notice and renders me liable for prosecution.

I authorise the Company to make a consumer information search with a credit reference agency to confirm whether I have been made bankrupt or have any County Court Judgements. In accept that the credit reference agency will keep a record of that search and may share that information with other credit reference agencies, the company will also make a search on the Global Watch list check.

**Print your name if you agree to the above Declaration:………………………………………………………**

**Sign your name if you agree to the above Declaration:………………………………………………………**

**I hereby give my consent to Silurian Security Services Ltd who are processing the data supplied in this application form for the purpose of employment, recruitment selection, vetting compliance regarding the ISO. In accordance with the Company’s BS 7858 Vetting of Security Personnel obligations I agree to the Company verifying the information given by contacting the relevant 3rd parties, including my current employer, if I wish, i can refuse consent, this would be without detriment.**

**Print your name if you agree to the above Declaration:…………………………………………………….**

**Sign your nameif you agree to the above Declaration:…………………………………………………….**

**Date:………………………………………………..**

|  |
| --- |
| **PERSONAL DETAILS** |
| Title: |  |
| First Name(s): |  |
| Surname: |  |
| Home Address: |  |
|  |  |
| Postcode: |  |
| Home telephone No. |  |
| Mobile No. |  |
| Date of Birth |  |
| **EMERGENCY CONTACT/NEXT OF KIN DETAILS** |
| Name: |  |
| Relationship: |  |
| Daytime Contact Telephone No. |  |
| Evening Contact Telephone No. |  |
| Mobile Contact No: |  |
| **UNIFORM DETAILS (inches)** |
| **SHIRT:** |  |
| Neck size |  |
| Chest size |  |
| **TROUSERS:** |  |
| Waist |  |
| Leg |  |

**Working Time Regulations Opt Out Agreement**

I understand that the effect of the 1998 Working Time Regulations, which became law on the 1st October 1998, would limit my average working week to a maximum of 48 hours, inclusive of any double time payments, over a 7 day period averaged over 17 weeks.

Silurian Security has informed me that should I not wish to work in excess of 48 hours that I will suffer no detriment nor be treated less favourably than any other employee

Given these understanding I wish to dis-apply the effect of the Regulations in relation to the maximum 48 hour limit the effect of which is to remove the 48 hour maximum limit in relation to my employment indefinitely. For the avoidance of doubt of terms of contract of employment in particular to additional shifts at the reasonable request of the Proprietor or senior managers are not affected by this agreement

Additionally I agree that should I wish to revert to the 48 hour maximum as specified in the working time regulations, I will give the company a minimum of 12 weeks’ notice in writing of cancellation of this agreement in order that they can make the necessary business arrangements to meet operational /customer requirements

|  |  |
| --- | --- |
| Name:  |  |
| Signature: | Date |  |
| Managers Signature  | Date |  |

**SOCIAL MEDIA – COMPANY POLICY**

**Silurian Security** regards using Social Media as un-acceptable behaviour when it is used to cause social manipulation and broadcasting offensive gossip against the company directly or in any way connected with the organisation or its customers.

**The main sites we are referring to is…FACEBOOK, LINKEDIN, TWITTER, MYSPACE, YOUTUBE, BEBO**

Employees posting damaging or libellous comments about a company or publishing sensitive facts may face disciplinary action.

You should also bear in mind that the use of social media is now a part of many organisations for recruiting staff and marketing purposes. Silurian Security will check from time to time any of the sites above and employees may face disciplinary action if they post any comments that might damage the company's reputation or that of its customers or staff.
(Quote l) USE OF SOCIAL NETWORKING SITES (FOR A COMPANY) Any work related issue or material that could identify an individual who is a customer/client or work colleague, which could adversely affect the company a customer/client or our relationship with any customer/client must not be placed on a social network site. This means that work related matters must not be placed on any such site at any time either during or outside of working hours and includes access via any computer equipment, mobile phone or PDA.

**REPRESENTING THE COMPANY**

You must never act in a way that is likely to bring Silurian Security Services or the customer/client in disrepute.

Remember your employment depends on us retaining the contract with the customer/client at which you work. If you act in an unprofessional manner while at work the customer will associate you more with the customer/client than with our company. This could bring the customer/client into disrepute and could lead to loss of customers and/or bad publicity. Never conduct yourself in a way that could lead to this situation. Remember to keep a cordial relationship with staff as well as customers at all times.

Not only do we rely on the contract to keep you in employment, but also to provide jobs for your colleagues and future job seekers.

**Whatsapp**

The business uses WhatsApp as a way of communicating quickly with staff to monitor their welfare, wellbeing and location as well as the sharing of Incident Reports and any up-to-date information for Support or instruction as per Business needs and to follow Company Business Policies and procedures.

**Should an employee have difficulties with understanding or following the company’s code of conduct, they should contact Silurian Security Services ltd immediately on 01639 892795 so we can discuss the matter and straighten out any confusion.**

**Please sign below to state you understand the company policy on using social media.**

**Print…………………………………………………………………………**

**Sign………………………………………………………………………….**

**Date………………………………………………………………………..**

**To help with organising rotas, and for future reference, If you are successful with employment with Silurian Security, it would be handy to know when you are** not **available, however, this does not mean this is restrictive.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** | **SATURDAY** | **SUNDAY** |
| **01.00-02.00** |  |  |  |  |  |  |  |
| **02.00-03.00** |  |  |  |  |  |  |  |
| **03.00-04.00** |  |  |  |  |  |  |  |
| **04.00-05.00** |  |  |  |  |  |  |  |
| **05.00-06.00** |  |  |  |  |  |  |  |
| **06.00-07.00** |  |  |  |  |  |  |  |
| **07.00-08.00** |  |  |  |  |  |  |  |
| **08.00-09.00** |  |  |  |  |  |  |  |
| **09.00-10.00** |  |  |  |  |  |  |  |
| **10.00-11.00** |  |  |  |  |  |  |  |
| **11.00-12.00** |  |  |  |  |  |  |  |
| **12.00-13.00** |  |  |  |  |  |  |  |
| **13.00-14.00** |  |  |  |  |  |  |  |
| **14.00-15.00** |  |  |  |  |  |  |  |
| **15.00-16.00** |  |  |  |  |  |  |  |
| **16.00-17.00** |  |  |  |  |  |  |  |
| **17.00-18.00** |  |  |  |  |  |  |  |
| **18.00-19.00** |  |  |  |  |  |  |  |
| **19.00-20.00** |  |  |  |  |  |  |  |
| **20.00-21.00** |  |  |  |  |  |  |  |
| **21.00-22.00** |  |  |  |  |  |  |  |
| **22.00-23.00** |  |  |  |  |  |  |  |
| **23.00-24.00** |  |  |  |  |  |  |  |