

EDUCATION & QUALIFICATIONS

Secondary School:	Date From:	Date To:
College / University:	Date From:	Date To:
Exams & Qualifications:		

EMPLOYMENT HISTORY

Starting with your MOST RECENT period of employment, self employment, unemployment, sickness etc. please provide details of your employment history without gaps. Include all dates showing months and years. Where there are gaps, explain what you were doing and give a character reference for the time in question. Give complete addresses including postcodes and telephone numbers. An incomplete account covering at least 5 years will not be acceptable. Please use a separate sheet of paper if necessary.

Date From:	Date To:
Company Name:	
Address:	
Postcode:	Telephone:
Position Held:	Reporting To:
Salary / Hourly Rate:	

Date From:	Date To:
Company Name:	
Address:	
Postcode:	Telephone:
Position Held:	Reporting To:
Salary / Hourly Rate:	

Date From:	Date To:
Company Name:	
Address:	
Postcode:	Telephone:
Position Held:	Reporting To:
Salary / Hourly Rate:	

CHARACTER REFERENCES

Please give details of two people, who have known you for at least 2 years, whom we may approach for a character reference. These references must not be previous employers, relatives by blood or marriage and not residing at the same address. Full contact information is required.

Name:	Name:
Address:	Address:
Telephone:	Telephone:
Time Known:	Time Known:

SELF EMPLOYMENT

If you have stated any periods of self employment, please give two trade/financial references who may verify your details.

Name:	Name:
Company:	Company:
Address:	Address:
Telephone:	Telephone:
Period of acquaintance and capacity:	Period of acquaintance and capacity:

EQUAL OPPORTUNITIES

Securicall Guarding operates an equal opportunities policy, which means that we will not knowingly discriminate, directly or indirectly, against people on the grounds of their marital status, age, race, colour, national origin, political opinions, religious beliefs or sexual orientation. Securicall Guarding will not discriminate in advertising, selecting, offering training or providing benefits and services. Every vacancy will be open to those who have the required qualifications. The following is for monitoring purposes and is voluntary. If you do not wish to complete this section it will in no way prejudice your application. Securicall Guarding has claimed an exception under the Equality Act 2010.

Country of Birth:	Religion:
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Ethnic Origin

<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Indian
<input type="checkbox"/> Black African	<input type="checkbox"/> Irish
<input type="checkbox"/> Black Caribbean	<input type="checkbox"/> Pakistani
<input type="checkbox"/> Black Other	<input type="checkbox"/> White
<input type="checkbox"/> Chinese	<input type="checkbox"/> Other

Do you require a Home Office Work Permit, Visa etc to work in the UK? Yes No

If yes please give details, and provide copies of 'Right To Work' documentation for verification:

SKILLS AND EXPERIENCE

SECURITY - Please specify which license you hold.	
<input type="checkbox"/> Security Guarding	<input type="checkbox"/> Door Supervisor
<input type="checkbox"/> Close Protection	<input type="checkbox"/> Public Space (CCTV)
<input type="checkbox"/> Cash and Valuable in Transit	<input type="checkbox"/> Vehicle Immobiliser
Number: Please give details of any other courses attended, further skills, experience or professional qualifications you may have which are not listed above:	

OFFICE / CALL CENTRE				
<input type="checkbox"/> Data Entry	<input type="checkbox"/> Accounts	<input type="checkbox"/> Purchasing	<input type="checkbox"/> Payroll	<input type="checkbox"/> Credit Control
<input type="checkbox"/> Administration	<input type="checkbox"/> Call Centre	<input type="checkbox"/> Telesales	<input type="checkbox"/> Customer Services	<input type="checkbox"/> Secretarial
<input type="checkbox"/> Word Processing	<input type="checkbox"/> Reception Duties	<input type="checkbox"/> Switchboard	<input type="checkbox"/> Human Resources	<input type="checkbox"/> Personal Assistant
SOFTWARE & APPLICATIONS				
<input type="checkbox"/> Microsoft Word™	<input type="checkbox"/> Microsoft Excel™	<input type="checkbox"/> Lotus™	<input type="checkbox"/> Powerpoint™	<input type="checkbox"/> Sage™
Please give details of any further skills, experience or professional qualifications you may have which are not listed above:				

PRODUCTION / WAREHOUSING			
<input type="checkbox"/> Picking and Packing	<input type="checkbox"/> Light Assembly	<input type="checkbox"/> Inspection / Fault Finding	<input type="checkbox"/> Production Line
<input type="checkbox"/> Stock Control	<input type="checkbox"/> Goods Inward	<input type="checkbox"/> Goods Outward	<input type="checkbox"/> Stores
<input type="checkbox"/> Heavy Assembly	<input type="checkbox"/> Electronics	<input type="checkbox"/> Food Manufacturing and Handling	
Please give details of any further skills, experience or professional qualifications you may have which are not listed above:			

CONSTRUCTION			
<input type="checkbox"/> Bricklaying	<input type="checkbox"/> Electrical	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Roofing Welding
<input type="checkbox"/> Pipework	<input type="checkbox"/> Site Management	<input type="checkbox"/> Fabricating	<input type="checkbox"/> General Labouring
<input type="checkbox"/> Concrete Finishing	<input type="checkbox"/> Dry Lining	<input type="checkbox"/> Painting and Decorating	<input type="checkbox"/> Shuttering
<input type="checkbox"/> Carpentry	<input type="checkbox"/> Foreman	<input type="checkbox"/> Highway Maintenance	<input type="checkbox"/> Mechanical & Engineering
<input type="checkbox"/> Plastering	<input type="checkbox"/> Civil Engineering	<input type="checkbox"/> Contracts Management	<input type="checkbox"/> Surveyors
<input type="checkbox"/> Works Engineering	<input type="checkbox"/> CSCS CARD	<input type="checkbox"/> CPCS CARD	<input type="checkbox"/> other

DISTRIBUTION / LOGISTICS				
<input type="checkbox"/> LGV Class 1	<input type="checkbox"/> LGV Class 2	<input type="checkbox"/> Non-LGV 7.5 Tonne	<input type="checkbox"/> Non-LGV 3.5 Tonne	<input type="checkbox"/> ADR
<input type="checkbox"/> HIAB	<input type="checkbox"/> Rigid Vehicle	<input type="checkbox"/> Light Van	<input type="checkbox"/> PSV	<input type="checkbox"/> Flat Bed
<input type="checkbox"/> Low Loader	<input type="checkbox"/> Plant Operators	<input type="checkbox"/> Excavators	<input type="checkbox"/> Dump Driving	
<input type="checkbox"/> Fork Lift Truck (if yes, please specify licence and type of truck used)				
Please give details of any other courses attended, further skills, experience or professional qualifications you may have which are not listed above:				

ADULT TRAINING ELIGIBILITY

<input type="checkbox"/> Have you been registered unemployed for six months or more ?	<input type="checkbox"/> Have you been the victim of large scale redundancy in the last six months ?
<input type="checkbox"/> Are you registered disabled, or do you have a long-term health problem e.g asthma etc ?	<input type="checkbox"/> Have you recently left the armed forces ?
<input type="checkbox"/> Are you returning to work after a break of 2 years or more ?	<input type="checkbox"/> Are you a single parent ?

Office use only

BANK DETAILS

Securicall Guarding operate a system whereby your wages can be paid directly into your bank or building society account. Please provide your bank details.	
Bank or Building Society Name:	
Branch Address:	
Account Holders Name:	
Sort Code:	Account Number:
Roll Number:	

UNIFORM

Height:	Weight:
Waist:	Chest:
Inside Leg:	Collar:
Small <input type="checkbox"/> Medium <input type="checkbox"/> Large <input type="checkbox"/>	X Large <input type="checkbox"/> XX Large <input type="checkbox"/> XXX Large <input type="checkbox"/> XXXX Large <input type="checkbox"/>

VOLUNTARY OPT- OUT AGREEMENT – WORKING TIME REGULATIONS 1998

I agree that I may work for more than the average of 48 hours a week. If I change my mind, I will advise Securicall Guarding in writing 3 months in advance.

Applicant signature:	
Full Name:	Date:

DECLARATION and AUTHORISATION

Please read this statement carefully prior to signing.

1. If I am offered a placement with Securicall UK Ltd, I understand I will be on probation for a period of twelve weeks.
2. During the probationary period I may terminate my placement by giving Securicall UK Ltd no less than one week's notice, or by Securicall UK Ltd giving me no less than one day's notice.
3. I understand continued placement is conditional upon satisfactory vetting, suitability to the role and medical fitness.
4. I authorise Securicall UK Ltd to approach current employers and their clients, former employers and their clients, personal referees, government agencies and trade referees in order to verify the information supplied by me in the document.
5. Should I leave Securicall UK Ltd during or subsequent to the probationary period, the Company reserves the right to reclaim from any payment outstanding to me, monies owed to the company in respect of training and unreturned uniform
6. I will notify the company of any change in my personal circumstances within 72 hours of that change occurring.
7. I agree to have wages credited to my bank account by Securicall UK Ltd or a payroll provider of my choice.
8. I authorise Securicall UK Ltd to carry out CRB (Criminal Records Bureau) and Credit Reference Checks at any time during my placement.
9. I have not withheld or failed to disclose any information which may be relevant to this application.

After you have read and understood the above section, please complete and sign the declaration:

I(full name in capitals) certify that to the best of my knowledge, the information given in this registration document is true and complete. I fully understand the consequences which may arise as a result of knowingly making a false declaration to gain placement or pecuniary advantage.

I accept I may be required to undergo a medical examination if requested by Securicall UK Ltd, and the results divulged to the company's managers and Director.

The information given to Securicall UK Ltd in this form will be processed only by Securicall UK Ltd screening officer, in accordance with the Data Protection Act 1998 and The Electronic Communications Act 2000, solely for the purpose of considering your application for registration. If you are successful, the contents of this form will be transferred to a personnel file and retained for a period of no less than 6 years after placement ceases. If unsuccessful, your information will be retained for one year.

Applicant Signature:	
Full name:	Date:

Please return this form to the address on page 1

New starters check list

THIS CHECKLIST DOES NOT FORM PART OF THE REGISTRATION. IT IS FOR YOUR INFORMATION ONLY.

However the registration form will form part of the interview process.

If it is not fully completed and accompanied by the correct documentation, IT WILL NOT BE PROCESSED.

1. Completed Registration Form with details of addresses and alias' used within the past 10 years, complete 5 year work history and 2 character reference. All parts signed.
2. Evidence of self employment or periods on unemployment/sickness benefit
3. 1 passport x photograph
4. Documents in order of importance: Originals to be brought to interview for copying.
 - a. Passport/Visa
 - b. Birth Certificate
 - c. Drivers license
 - d. SIA License
 - e. Most recent bank statement, P60, 2 utility bills
 - f. Right to work
 - g. Training certificates
5. Signed Declaration and Authorisation form