



Job Application Form

Full Name: _____

Position Applied For: _____

SIA Badge No: _____

Transport: _____

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 required for the post, 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 PGS FM LTD. Furthermore, PGS FM LTD must be able to complete a full five-year work history, or back to school leaving if less, within twelve weeks of your commencement of work.

According to Immigration Act 2016 it is a criminal offence for an employer to take on a new employee, whose immigration status prevents him or her from taking up the post in question. This applies to all types of employment, including part-time temporary and casual appointments.

Any data about you will be held in completely 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 PGS FM LTD's equal opportunities policy.

We will be unable to process your application unless we can use your personal data in the ways described above. We shall consider that by signing and submitting the application form, you are giving consent to the processing of your data in the ways described above.

Applications should be returned to:



Security Screening/Vetting:

Your potential 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 a 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 that was less than five years ago.

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

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

We will need to contact your current employer before we are able to complete 5-year screening. Permission to do so is a condition of the offer of 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 company
- Full telephone number of 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. (Appendix A).

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.



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:

All applicants have to undergo a financial history check in accordance with screening and vetting BS 7858.

Conditional 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 no longer than twelve weeks.

Failure to meet the security screening standards of the company will result in the termination of your conditional employment.

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 ACCEPT AND AGREE WITH THE COMPANY POLICY.

Printed Name: _____

Signature: _____

Date: _____



Confidential:

NOTES: Please answer all questions. Write No or NIL if a question does not apply to you. Please write in black ink or ball point pen, IN BLOCK CAPITALS.

Application for Employment

Position Applied For:	
How did you hear about this vacancy?	

Personal Details (Block Capitals)

Surname (Mr./Mrs./Miss/Ms.) (include all aliases):	
Maiden/Formal Names:	
Forenames:	
National Insurance Number:	
Email Address:	
May we use email to send important information (e.g., staff notes)?	Yes No
Home Telephone No:	
Mobile Telephone No:	

Address Details (Block Capitals)

Current Address	
Street Name:	
City/Town:	
County/Region:	
Postal Code:	
Country:	Yes No



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How long have you lived at your current address?	_____ Year _____ Months			
Living Situation (Check appropriate)	Owner	Renting	Living with parents	Lodging
Previous Address (If applicable, within the last 5 years)				
Street Name:	_____			
City/Town:	_____			
County/Region:	_____			
Postal Code:	_____			
Date From:	_____			
Date To:	_____			

Emergency Contact

Full Name:	_____
Relationship:	_____
Address:	Street Name: _____
	City/Town: _____
	County/Region: _____
	Postal Code: _____
National Insurance Number:	_____
Work Telephone No.	_____
Home Telephone No.	_____



Criminal History

Please complete the following providing full details, or answer with NONE. CHECK THE APPROPRIATE RESPONSE. Please state your relationship with any person if not yourself.

Have you or any immediate family members ever been convicted, fined, imprisoned, placed on probation, discharged on payment of costs, or had any orders made against you by a criminal, civil or military court/public authority (excluding minor motoring offenses)?

Yes

No

If **Yes**, provide details

Do you have any Police Cautions?

Yes

No

If **Yes**, provide details

Are any prosecutions pending against you?

Yes

No

If **Yes**, provide details

Have you ever been subject to bankruptcy proceedings?

Yes

No

If **Yes**, provide details

Are there any outstanding County Court judgments for debt?

Yes

No

If **Yes**, provide details

If so, please supply details of all financial judgements made against them in the civil court and any voluntary arrangements (IVA's) with creditors from the previous six years.



Relatives and Applications

Do you have any relatives working for the company?	Yes	No
If Yes , provide their name	<hr/>	
Have you previously applied for or obtained a position with this company?	Yes	No
If Yes , provide date	<hr/>	

Driving and Vehicle Information

Do you own a motor vehicle or motor cycle?	Yes	No
Do you possess a full, clean, current UK Driving Licence?	Yes	No
How long have you held a full Driving Licence?	<hr/> Year <hr/> Months	
Driving Licence No	<hr/>	
Issue Date	<hr/>	
Expiry Date	<hr/>	
Endorsements/Convictions in the last 5 years (If any give details)	<hr/>	
	<hr/>	
	<hr/>	

Education and Qualifications

Secondary School/College/University Attended	<hr/>	
Dates Attended	From: <hr/>	To: <hr/>
Exams Taken/Qualification Gained	<hr/>	
First Aid/Fire Fighting Certificates (If any)	<hr/>	
Foreign Languages (give details)	<hr/>	



Employment History (Vetting Form):

Starting with your last or present employer, give details of your employment history, with FULL POSTAL ADDRESS, for the last five years or since you left full-time education. Include periods of self-employment and military service. Please state any periods of unemployment that you did not register with the department of unemployment as “not registered/unemployed” and give full details of what you were doing. If self-employed you must give name, address and telephone number of your accountant.

May we approach your employer(s)?	Yes	No
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Employment/Unemployment History

Employer / job center details	Employment Details	Unemployment / Employment Dates	
Name: _____ _____	Position Held: _____ _____	_____ Year _____ Month	
Address: _____ _____ _____	Position Held: _____	From:	_____
Postcode: _____	Basic wage: _____	To:	_____
Tel: _____	Reason for Leaving: _____		



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Employer / job center details	Employment Details	Unemployment / Employment Dates	
Name: _____ _____	Position Held: _____ _____	_____ Year _____ Month	
Address: _____ _____ _____	Position Held: _____	From:	_____
Postcode: _____	Basic wage: _____	To:	_____
Tel: _____	Reason for Leaving: _____		

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Name: _____ _____	Position Held: _____ _____	_____ Year _____ Month	
Address: _____ _____ _____	Position Held: _____	From:	_____
Postcode: _____	Basic wage: _____	To:	_____
Tel: _____	Reason for Leaving: _____		



Authorisation and Compliance:

Declarations

During the probationary period, your employment will be terminable by you by not less than one weeks' notice or by the company by one day in the first four weeks and one week thereafter.

I understand that any appointment made will be subject to complete and satisfactory references being received by the company.

I certify that to the best of my knowledge, the information that I have given in my application for employment is true and complete and understand that any false statement or omission to the Company or its representatives may render lead to termination of employment without notice. I understand and agree that if so, required I will make a Statutory Declaration in accordance with the provisions of the Statutory Declarations Act 1835 in confirmation of previous employment or unemployment. I authorize the Company or its agents to approach Government agencies, former employers, current employees, educational establishments, criminal justice agencies and personal referees for information relating to and verification of my employment/unemployment record.

I consent to the Company's reasonable processing of any personal information obtained for the purposes of establishing my medical condition and future fitness to perform my duties. I accept that I may be required to undergo a medical examination were requested by the Company. Subject to the Access to Medical Reports Act 1988, I consent to the results of such examinations to be given to the Company and authorize the Company to make a consumer information search with a credit reference agency, which will keep a record of that search and may share that information with other credit reference agencies. I further declare that any documents that I provide as proof of my identity, proof of address, proof of right to work and any other documents that I provide are genuine and give my consent for these documents to be examined under a UV scanner or similar device. I acknowledge that any falsified documents may be reported to the appropriate authority.

Data Protection

The Company will use the information you have given on your application form (together with any information which we obtain with your consent from third parties) for assessing your suitability for employment. It may be necessary to disclose your information to our agents and other service providers. Your information will be viewed by agents employed by the company to check its compliance with BS 7858 Security Screening of Individuals Employed in a Security Environment and for Audit Purposes.

By returning this form to the Company you consent to our processing personal data about you where this is necessary, for example information about your credit status, ethnic origin or criminal offences.

You also consent to the transfer of your information to your current and future potential employers where this is necessary (this may be to companies operating abroad if you apply for work outside of the United Kingdom).

Your information will be held on our computer database and/or in our paper filing systems. By signing below, you agree to this process and confirm that you do not have a criminal record subject to the current Rehabilitation of Offenders Act and any amendments. You have the right to apply for a copy of your information (for which we may charge a small fee) and to have any inaccuracies corrected.



We only keep your data for as long as we need it for, which will be at least for the duration of your employment with us though in some cases we will keep your data for a period after your employment has ended. Some data retention periods are set by the law. Retention periods can vary depending on why we need your data.

You have the following rights in relation to the personal data we hold on you:

- a. the right to be informed about the data we hold on you and what we do with it;
- b. the right of access to the data we hold on you. More information on this can be found in the section headed "Access to Data" below and in our separate policy on Subject Access Requests";
- c. the right for any inaccuracies in the data we hold on you, however they come to light, to be corrected. This is also known as 'rectification';
- d. the right to have data deleted in certain circumstances.
- e. the right to restrict the processing of the data;
- f. the right to transfer the data we hold on you to another party.
- g. the right to object to the inclusion of any information;
- h. the right to regulate any automated decision-making and profiling of personal data.

Disclosure

You are applying for a position of trust and in the event of being offered employment by the Company we may apply for a Disclosure. However, having a criminal record does not necessarily bar you from employment. For more information ask a member of staff for a copy of the CRB Code of

Practice/Disclosure Scotland and/or Company our policy statement regarding ex-offenders. Disclosure information is treated in a sensitive way and is restricted to those who need to see it to make a recruitment decision. By signing this document, you allow the Company to see a copy of the Disclosure. The Disclosure information is not retained i.e. it is disposed of within the timescales recommended in the CRB Code of Practice. By signing below, you agree to this process.

Screening

Any offer of employment is subject to satisfactory screening, that the applicant consents to being screened and will provide information as required. That the information provided is correct, and the applicant acknowledges that any false statements or omissions could lead to termination of employment.

Applicant Name: _____

Applicant Signature: _____

Date: _____



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Please Note:

On submission of your application form you must present **two original forms of identification**, which will be copied and certified as true copies of originals. These will be handed back to you immediately.

Additional Information:

Use this space to tell us anything else that would support your application or to add anything where you may have run out of space. Please indicate the number of the question you are answering:

Bank Details:

Your Full Name: _____

Please pay all of my wages/salary plus any expenses due into my bank account/ building society account.

Name of Bank:	_____
Address of Bank:	Street Name: _____
	City/Town: _____
	County/Region: _____
	Postal Code: _____
	Country: _____
Bank Sort Code: e.g. 12-34-56	_____
Bank Account Number: e.g. 12345678	_____
Role Number: (Applicable to Building Society Accounts Only)	_____
Account Holders Name:	_____



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FOR OFFICIAL USE ONLY

Restriction on employment:

Work Permit required:	Yes	No
Origin:		
Issued:		
Date:		

Driving Licence Details:

Licence No.	
Issued:	
Expires:	

Passport Details:

Passport No.	
Origin:	
Expires:	

Other Information:

Service Record Book Seen?	Yes	No
Conduct:		
Details of Education Seen?	Yes	No
Authority to Work Part-Time Seen?	Yes	No



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Employment Details:

Offer Letter Date?	
Letter Returned:	
Induction Date:	
Start Date:	
Finish Date:	
Position:	
Site:	
Availability:	

Interviewers Assessments:

Interviewed By:	
Date:	
Appearance:	
Personality:	
Comments:	

Notes:

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