

Job Application Form

Ver: 3, Issue Date: 16 July 2018

Vacancy applied for: _____

This form must be **completed in full**. Tick appropriate boxes, if an entry is inapplicable insert N/A.

PERSONAL INFORMATION:

Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other ☐		All Forenames:	
Surname:		Previous Surname (inc. Maiden name):	
Full Current Address:	Tel No:	Lived Here from:	
	Mobile:	Previous Address:	
	Email:		
Postcode:			
Are you eligible to work in the UK?	Yes ☐ No ☐ With work permit ☐	National Insurance No.:	
Do you hold an SIA Licence?	Yes ☐ No ☐	Type of Licence: _____	
Licence Number: _____	Expiry Date: _____		
Do you hold a full UK or International vehicle licence?	Car: Yes ☐ No ☐	Bike: Yes ☐ No ☐	
Do you have your own transport?	Yes ☐ No ☐	If no, how will you travel to this job?	
Do you have any Endorsements or Penalty Points?	Yes ☐ No ☐		
If yes, please give dates and details here:			
Have you been subject to bankruptcy proceedings or court judgements for debt or are there any proceedings pending?	Yes ☐ No ☐		
Have you ever been dismissed by an Employer for misconduct?	Yes ☐ No ☐	(If yes, please give full details below)	
Are there any prosecutions pending against you?	Yes ☐ No ☐	(If yes, please give full details below)	
Do you have any criminal convictions which are not spent?	Yes ☐ No ☐	(If yes, please give full details below)	
Do you require any reasonable adjustments to the interview process?	Yes ☐ No ☐		

EDUCATION & TRAINING:

Name and address of Schools, Polytechnics, Colleges & Universities attended:		Exams/Courses Passed:	
Are you a Student at present?	Yes ☐ No ☐	Full time?	Yes ☐ No ☐
		Part time?	Yes ☐ No ☐

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EMPLOYMENT/UNEMPLOYMENT RECORD:

Please give full details of ALL periods of employment and unemployment. Cover the last 10 years and give reasons for any time lapse between periods of employment. This information is required for compliance with British Standards and SIA Licensing Laws.

DATES: * (State the month & year) From * To *		FULL NAMES AND ADDRESSES OF ALL PREVIOUS EMPLOYERS:	JOB TITLE:	WHO DO WE CONTACT? NAME & TEL NUMBER:	REASON(S) FOR LEAVING:

FORCES SERVICE RECORD:

I served with: Royal Navy ☐ Army ☐ RAF ☐ Police ☐ Fire Service ☐ Merchant Navy ☐	
Dates served:	
If service was in the Army, state the Regiment or Corps:	If service was in the Police or Fire Brigade, state name of Force or Brigade:
Rank attained: Are you liable to recall? Yes ☐ No ☐ Reason for leaving:	Decorations: Conduct Record: Service Record No.:
Are you a member of any RESERVE involving Annual Training?	Yes ☐ No ☐

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SELF EMPLOYMENT REFERENCES:

Please give the name, address and occupation of two persons who can confirm that you were self employed.

Name:
Address:
Postcode:
Tel No.:
Email Address:
Occupation:
How long known/in what capacity:

Name:
Address:
Postcode:
Tel No.:
Email Address:
Occupation:
How long known/in what capacity:

PERSONAL REFERENCES:

Please give the name, address and occupation of two persons who are not related to you, have not employed you, and have known you for at least two years within the last five years and to whom references may be made.

Name:
Address:
Postcode:
Tel No.:
Email Address:
Occupation:
How long known/in what capacity:

Name:
Address:
Postcode:
Tel No.:
Email Address:
Occupation:
How long known/in what capacity:

BENEFITS AGENCY:

If you have been unemployed for any period, please complete the following in order that we can confirm with the local benefits office.

Address of benefits office you were claiming from _____

I _____ (Full name) Of (Full address) _____

If you have claimed from a different address to the one above, please supply this information on an additional sheet of paper.

National Insurance Number: _____

I give my consent for all details of benefits claimed by me to be released to: KeyPlus Security Ltd.

Signature of Applicant: _____ Date: _____

DECLARATION:

I understand that employment is subject to satisfactory vetting, I agree to obtain a Statutory Declaration upon request at my own expense if so required. I hereby declare that the information I have provided is current and truthful and that any false statements on this application form shall be considered cause for dismissal. I agree that my personal information be retained for a further three years after termination or application with KeyPlus but be subject to the General Data Protection Regulations (GDPR). I hereby certify that I completed this Application Form myself and that I have read, understood and agree to abide by this declaration.

I authorise KeyPlus Security Ltd to approach current and former employers, government departments and individuals providing character references to verify a continuous record of my employment history.

Signature of Applicant: _____ Date: _____