

# APPLICATION FORM

**BUXTON & HIGH PEAK SECURITY SERVICES LTD**

Peak Security Bldgs, Unit 2, Waterswallows Ind Park, Waterswallows Rd, Buxton, SK17 7JB

☎: 01298 24012, 📠: 01298 79913

E-mail: enquiries@bhps.com



1. This Application Form, when fully completed, ensures compliance with British Standard 7858 - Security Screening of Individuals Employed in a Security Environment – Code of Practice.
2. Please **answer ALL questions** in **BLOCK CAPITALS** in your **own handwriting** and using **BLACK INK**. If a question or section does not apply to you, insert 'NO' or 'N/A'.
3. **Your Security Screening cannot begin if you fail to fully complete this Application Form.**

Position applied \_\_\_\_\_ Employment start date (*if Known*): \_\_\_\_\_

Title: Mr / Mrs / Miss / Ms ( <i>please circle</i> )	Surname:
Surname at Birth:(if different from above)	Forenames:
Date of Name Change:	

Address: From:..... To:.....	Telephone No.:
Post Code:	Mobile No.:
	E-mail address:

Previous Address if less than five years	
Post Code:	

Date of Birth:	Place of Birth:	Nationality:
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National Insurance No.:	Passport No.:
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Place of entry into the UK: ( <i>if applicable</i> )	Date of entry: ( <i>if applicable</i> )
------------------------------------------------------	-----------------------------------------

Are you permitted to work in the UK?      YES / NO	Visa expiry date: ( <i>if applicable</i> )
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SIA Licence ( <i>if applicable, please circle</i> )      YES / NO / N/A	Type:	No.:
Expire Date: ( <i>if applicable</i> )		

Person to contact in an emergency	
Name:	Relationship:
Address:	Their work telephone No.:
	Their home telephone No.:

**EQUAL OPPORTUNITIES**

This section is voluntary and will NOT be used in assessing your application. We are an equal opportunities employer. If you choose to complete this section, **it will** help us to monitor the effectiveness of our Equal Opportunities Policy.

My ethnic origin is (please circle)      African, Asian, Caribbean, Caucasian, Other (please specify)

**DRIVING LICENCE**

Full / Provisional / None (*please circle*)      Car / Motorcycle (*please circle*)      Own Transport?      YES / NO

Licence No.:      Have you ever been disqualified from driving?      YES / NO

Detail motoring convictions or endorsements in the last 5 years.

Number of points currently on your licence:

## OFFENCES, CAUTIONS AND CONVICTIONS

Have the Police ever cautioned you? YES / NO  
Have you ever been convicted, fined or had any order made against you? YES / NO  
Are you aware of any Police investigation in which you may be involved? YES / NO  
If the answer to any of the above questions is **YES**, please give details:

NB. Disclosure is not required where there is a conviction to which the provisions of the Rehabilitation of Offenders Act 1974 applies. Failure to disclose an unspent conviction may result in summary dismissal. **If you are unclear about any of these questions ask the interviewer.**

## FINANCIAL (*BS 7858 requires that we conduct a Consumer Information Check with a credit reference agency*)

Have you ever been declared bankrupt or insolvent? YES / NO  
Are you the subject of any County Court Judgment or proceedings? YES / NO  
If the answer to any of the above questions is **YES**, please give details:

## CHARACTER REFEREES

Details of four people who are willing to act as Character Referees (**not former employers or Blood family / relatives or a person living at your address**) who have known you for **at least 5 years**. Towards the end of the screening process we **may** approach your Character Referees to assist us in verifying your career/work history.

Mr, Mrs, Miss, Other Mr, Mrs, Miss, Other

Name: Name:

Address: Address:

Post Code: Post Code:

Tel No.: Tel No.:

E-mail address: E-mail address:

Years known: Years known:

How known: How known:

Mr, Mrs, Miss, Other Mr, Mrs, Miss, Other

Name: Name:

Address: Address:

Post Code: Post Code:

Tel No.: Tel No.:

E-mail address: E-mail address:

Years known: Years known:

How known: How known:

**EDUCATION RECORD (Main Stream and/or College/University - only complete if applicable within the last 5 years)**

School Name:	Qualifications:	From MM/YY	To MM/YY
Address:			
Post Code:			
Tel No.:			

College / University Name:	Course	Qualifications:	From MM/YY	To MM/YY
Address				
Post Code:				
Tel No.:				

**SERVICE RECORD (only complete if applicable within the last 5 years)**

ARMY / ROYAL NAVY / RAF / FIRE / POLICE <i>circle</i>	From MM/YY	To MM/YY
OTHER <i>specify</i>		
Unit or Regiment:	Service No.:	
Rank:	Conduct Assessment on discharge:	
Are you a member of any reserve that will require annual training or service? YES / NO		
If YES give details		

**SELF EMPLOYMENT / DIRECTOR REFERENCES (if applicable)**

If you have been self-employed or a company director during the last 5 years, give names of people who can confirm the details.

<b>TRADE:</b>	<b>ACCOUNTANT:</b>
Name:	Name:
Address:	Address:
Post Code:	Post Code:
Tel No.:	Tel No.:
E-mail address:	E-mail address:

**EMPLOYMENT RECORD**

1. State **all periods** of **employment, unemployment and self-employment** for the **last 5 years**
2. For any periods of **unemployment**, state the **address of the Unemployment Benefit Office** at which you reported and the type of benefit claimed, i.e. Job Seekers Allowance, Incapacity Benefit, etc.

**START WITH YOUR PRESENT POSITION.**

Employers Details (BLOCK CAPITALS)	Employment Details		
Name: Address:  Tel No.:	Position Held: Staff No.: Reporting To: Salary or Wage Per Week: Reason for Leaving:	<b>From</b> <b>MM/YY</b>	<b>To</b> <b>MM/YY</b>
Name: Address:  Tel No.:	Position Held: Staff No.: Reporting To: Salary or Wage Per Week: Reason for Leaving:	<b>From</b> <b>MM/YY</b>	<b>To</b> <b>MM/YY</b>
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## **DECLARATION**

### **Please read this carefully before signing this application**

I understand that employment with the Company is subject to satisfactory references and security screening in accordance with BS 7858:2012.

I undertake to co-operate with the Company in providing any additional information required to meet these criteria.

I authorize the Company and/or its nominated agent to approach previous employers, schools/colleges, character referees or Government Agencies to verify that the information I have provided is correct.

I 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 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 understand that some of the information I have provided in this application will be held on a computer and some or all will be held in manual records.

I consent to the Company's reasonable processing of any sensitive 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 where requested by the Company. Subject to the Access to Medical Records Act 1988, I consent to the results of such examinations to be given to the Company.

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 documents produced as evidence of identity and proof of residence may be examined using an Ultra violet scanner or other methods to deter identify theft and fraud. Any suspect documents will be reported to the relevant authority.

I understand that any false statement or omission to the Company or its representatives may render me liable to dismissal without notice.

INTERVIEWEE SIGNATURE:

PRINT NAME:

DATE:

INTERVIEWER SIGNATURE:

DATE:

VACANCY:

COMMENTS:

## PROOF OF IDENTITY AND ADDRESS OF RESIDENCE

Please supply with this application form COPIES of either:

1. Two identity documents from group A. **At least one document must show your current address and at least one document must show your date of birth.**

Or

2. One identity document from group A and 2 documents from group B. **At least one document must show your current address and at least one document must show your date of birth.**

### Group A Documents:

Tick if enclosed

- Signed valid Passport of any nationality. **This is the preferred option as it will help us speed up the process.**
- Signed UK photo driving licence (both parts of the full or provisional licence are required).
- Valid and current Security Industry Authority (SIA) licence.
- Valid UK firearms licence with photo.
- HM Forces ID card (UK).
- UK birth certificate or certified copy issued within 12 months of birth.
- UK adoption certificate.
- Accession State Worker Registration Scheme Registration Card and Certificate.

### Group B Documents:

Tick if enclosed

- Valid EU photo ID card.
- Signed UK paper driving licence.
- Marriage certificate or Civil Partnership certificate, with translation if not in English.
- Certified copy of a UK birth certificate issued more than 12 months after date of birth.
- Non-UK birth certificate, with translation if not in English.
- P45 statement of income for tax purposes on leaving a job issued in the last 12 months.
- P60 annual statement of income for tax purposes issued in the last 12 months.
- Bank or building society statement issued to your current address, less than three months old.
- Mortgage statement issued in the last 12 months.
- Gas, electric, telephone, water, satellite, cable, mobile phone contract or utility bill issued to your current address within the last three months. **You can only use one utility bill.**
- TV licence in your name and current address issued in last 12 months.
- Pension, endowment or ISA statement issued in last 12 months.
- Certificate of British nationality.
- British work permit or visa issued in last 12 months.
- Letter from H.M. Revenue & Customs, Department of Work and Pensions, employment service, or local authority. You can use more than one letter as long as each is issued by different Government department or different local authorities. A local authority is someone you pay council tax to
- A credit card statement sent to your current address within the last three months. You can use more than one statement as long as each is issued by a different service provider.
- Court summons issued in last 12 months.
- Child benefit book issued in last 12 months.
- A payslip, with your address and the employer's name or logo that is less than three months old.