# A picture containing graphical user interface  Description automatically generated

# Application for Employment

## Applicant Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Name: |  |  |  | DOB: |  |
|  | First | Last | Middle Initial |  |  |

|  |  |  |
| --- | --- | --- |
| Address: |  |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | City |  | Post Code  |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone: |  | Email |  |
| NI Number |  |  |  |

|  |  |  |
| --- | --- | --- |
| Position Applied for: |  |  |
| SIA badge Number: |  | Expiry Date: |

|  |
| --- |
| Next of Kin Details: |
| Full Name |  |  |  |  |  |
|  | First | Last | Middle Initial |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Are you a citizen of the United Kingdom? | YES[ ]  | NO[ ]  | If no, are you authorized to work in the U.K.? | YES[ ]  | NO[ ]  |
| Have you enclosed a copy of your right to work documentation  | YES[ ]  | NO[ ]  |  |  |  |
| Do you have a full clean Drivers License  | YES[ ]  | NO[ ]  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you ever worked for this company? | YES[ ]  | NO[ ]  | If yes, when? |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Do you have any spent/unspent criminal convictions? | YES[ ]  | NO[ ]  |  |

|  |  |
| --- | --- |
| If yes, explain: |  |

## Education

|  |  |  |  |
| --- | --- | --- | --- |
| High School: |  | Address: |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Did you graduate? | YES[ ]  | NO[ ]  | Diploma: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| College: |  | Address: |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Did you graduate? | YES[ ]  | NO[ ]  | Degree: |  |

|  |
| --- |
| Other Qualifications Gained  |
| Other qualifications gained: |  | Expiry date |  |
| Other Qualifications gained  |  | Expiry Date |  |
| Other Qualifications gained  |  | Expiry Date |  |

In this section of the application form, in accordance with the BS7858, British Standard for Security Screening we will require **5 YEARS** employment history, for any periods you were unemployed please give the dates and which unemployment office you registered at. Your History is required monthly,

Please note, any periods of unemployment will not be held against your application.

## Previous Employment

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |

|  |  |
| --- | --- |
| Job Title: |  |

|  |  |
| --- | --- |
| Responsibilities: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES[ ]  | NO[ ]  |  |
|  |  |  |  |
|  |  |  |  |

## Previous Employment Continued

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |

|  |  |
| --- | --- |
| Job Title: |  |

|  |  |
| --- | --- |
| Responsibilities: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES[ ]  | NO[ ]  |  |
|  |  |  |  |
|  |  |  |  |

## Previous Employment continued

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |

|  |  |
| --- | --- |
| Job Title: |  |

|  |  |
| --- | --- |
| Responsibilities: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES[ ]  | NO[ ]  |  |
|  |  |  |  |
|  |  |  |  |

If you have any further employment history, please detail on a separate piece of paper with all required information.

## Military Service

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Branch: |  | From: |  | To: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Rank at Discharge: |  | Type of Discharge: |  |

|  |  |
| --- | --- |
| If other than honorable, explain: |  |

## Employment Verification and Declaration

British Standards 7858:

 **Please read 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.

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

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

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

I consent to the Company’s reasonable processing of any sensitive information obtained for the purpose 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 my Medical Records Act 1988, I consent to the results of such examinations to be given to the Company.

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 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.

SIGNATURE …………………………………………………………………….….

PRINT NAME ………………………………………………..……………………..

DATE ………………………………………………………………………

**BANK DETAILS:**

**NAME (this has to be your own bank account):**

SORT CODE ACCOUNT NUMBER:

I confirm that the information I have supplied in this application form is true to the best of my knowledge and belief. I also acknowledge that misrepresentation, or failure to disclose material facts may constitute grounds for immediate dismissal and/or legal action.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sign\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Office Use Only:**

## Interview Notes

On a scale of 1 to 10 please score the potential employee based on the following:

|  |  |  |
| --- | --- | --- |
| 1 | Experience |   |
| 2 | Overall appearance and attitude |   |
| 3 | Be motivated and self-driven |   |
| 4 | Administration skills |   |
| 5 | Co-operation/communication/attitude |   |
| 6 | good fit within company? team player? |   |
| 7 | flexible? |   |

Witnessed by (employee name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_