



APPLICATION FORM

Humber Security Services Ltd is an expanding company that has a vast range of security services. We are dedicated to providing an excellent service through highly trained, loyal and committed team members. It is our aim to attract, recruit and retain highly capable security officers/CCTV controllers/Technicians/Stewards/Door Staff and Administration staff as part of our team.

As a potential team member you can be assured that if you join our team you will always have the best. We believe that it is important that all team members are treated fairly with dignity and respect. We invest heavily in the training of our staff.

We are continually seeking highly motivated individuals with impeccable character to join our ever expanding team of security professionals.

Application Procedure

All applicants are required to complete an application form which should then be submitted to the HR Department, together with any relevant personal information such as CVs, references and training certificates.

Proof of identification must include a valid passport and/or work visa, proof of address and National Insurance number. Please also provide a copy of your SIA licence and criminal convictions disclosure form, if applicable.

Please ensure your application is fully completed with all relevant enclosures. Any deficiencies will result in the form being returned to you, thereby delaying the procedure.

Once received, applications will be subject of a paper sift and credit check, in accordance with BS7858 screening regulations, and those that are accepted will be invited to interview

If you have any questions, please contact the HR Department on 01482 235050 or email admin@humbersecurityservices.com



STAFF APPLICATION FORM

Please complete this form in ink in your own handwriting. Please answer all questions. Write NO or NIL if a question does not apply to you.

ALL APPLICANTS MUST BE AWARE THAT WHILST COMPLETING THIS FORM, SHOULD ANY FALSE OR MISLEADING INFORMATION BE INCLUDED, THIS WILL CONSTITUTE GROUNDS FOR INSTANT DISMISSAL AND POLICE INVESTIGATION.

Position Applied For _____

If you obtained this position, would you continue in any other employment? YES / NO

Do we need to make any disability-related adjustments to allow you to take part in the recruitment process?

Personal Details

Title: _____ Surname: _____ First Name(s): _____

Address: _____

Postcode: _____ Resident Since: _____

Home Tel No: _____ Mobile No: _____

E-mail Address: _____

Previous Address: (Dates from: _____ to: _____) _____

Previous Name(s): _____ Date of Birth: _____ Nationality: _____

Height: _____ Weight: _____ National Ins No: _____

Emergency Contact Details

Name: _____ Relationship to you: _____

Address (if different from above): _____

Tel No: _____

Do you hold any valid **SIA Licences**? Yes / No

Licence No	Division	Expiry Date
1. _____		
2. _____		
3. _____		

Do you hold a full valid Driving Licence? _____ Licence no: _____

Expiry Date: _____ Do you own a motor vehicle or motorcycle? _____

Give details of any endorsements or other motoring convictions during the last 5 years: _____

Previous Convictions

Have you ever been fined, imprisoned, placed on probation, discharged on payment of costs or had any order made against you by a criminal, civil or military court or public authority?

(excluding minor motoring offences) State YES or NO:

Have you any alleged offences outstanding against you? State YES or NO:

If you answer YES to either question, please give details: _____

Please give details of all bankruptcy and court judgements: _____

Education, Training and Qualifications

Please give details of any training courses attended as well as any examinations taken, qualifications gained (if applicable). Evidence may be required before an appointment is offered.

School/College/University	Dates	Qualification	Subject	Grade
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Do you hold a valid first aid or fire fighting certificate? Please give details:

_____ Expiry Date: _____

_____ Expiry Date: _____

Do you speak any foreign languages? Please give details:

Character References

Please give details of two people who have known you for a minimum of two years up to and including the day you complete this form. These must not be previous employers, relatives (by blood or by marriage) and/or persons residing at the same address as you.

1. Name: 2. Name:

Address:

Address:

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.....

Tel No:

Tel No:

Occupation:

Occupation:

Period Known:

Period Known:

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Employment History

Record your total employment history. Include details of any self-employment, unemployment, military service and part-time work. Be sure to give full addresses and dates.

If there are any periods of unemployment, give the address of the unemployment benefit office to which you reported.

Give details of your present or most recent employment first, and then your preceding employment and so on, finishing with your earliest job (go back 5 years or to your school leaving dates).

Name & address of Employer	Job Title / Duties	Dates of Employment from (mm/yy) to (mm/yy)	Reason for leaving	Salary details

May we approach your present employer for a reference now? YES/NO

Self-Employment References

In the case of periods of self-employment please give trade references or name and address of someone who can confirm the details:

1. Name:	2. Name:
Address:	Address:
.....
.....
Tel No:	Tel No:
Status:	Status:

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Please detail any further information you wish to put forward in support of your application:

The following supporting documents MUST be included with your application, where applicable Please do not send original documents – photocopies are acceptable at this stage

2 recent passport size photographs (in colour)		Driving Licence – photo card and counterpart	
Birth Certificate		Marriage Certificate	
Current Passport		Proof of Address	
Discharge Certificate		Accession State Worker Registration Card	
SIA Licence & Disclosure Document		Work Permit/Visa	

Humber Security Services Ltd is an Equal Opportunities employer

Send completed application form, together with the above supporting documentation, to:

Humber Security Services Ltd
5 Malton Street, Hull, HU9 1BA
01482 235050



Personal Reference and Employment Verification

Please read this carefully before signing this application form

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 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 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 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:

Date: