

Address:

Humber Security Services Ltd  
5 Malton Street  
Hull  
HU9 1BA

Phone:

Hull: 0148 223 5050  
Grimsby: 01472 898 150  
Scunthorpe: 01724 897 299  
Goole: 01405 854 224

Email:

admin@humbersecurityservices.com



**Humber  
Security Services**

## Application Form

### 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 valid photo ID, 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 screening 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](mailto:admin@humbersecurityservices.com)

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# Humber Security Services

## STAFF APPLICATION FORM

Please complete this form and answer all questions. Write N/A 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 work for us?

If Yes, Please state below

\_\_\_\_\_

### Personal Details

Title \_\_\_\_\_ Surname \_\_\_\_\_ First Name (s) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Nationality \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_ Resident Since \_\_\_\_\_

Home Tel \_\_\_\_\_ Mobile No \_\_\_\_\_

Email Address \_\_\_\_\_



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### Licences

Do You Valid SIA Licences? YES / NO

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

Do you hold a full Driving Licence? YES / NO Licence No \_\_\_\_\_

Expiry Date \_\_\_\_\_ Do you own a Motor Vehicle or Motorcycle? \_\_\_\_\_

Give Details of any endorsement or other motoring convictions during the last five 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, military court or public authority?

(excluding any minor motoring offences) YES / NO

Have you had any alleged offences outstanding against you? YES / NO

If you have answered Yes to either question, please provide details \_\_\_\_\_

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### Education, Training and Qualifications

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

School/College/University	Dates	Qualification	Subject	Grade
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

### Character Reference

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. They must not be previous employers, relatives (by blood or marriage) and/or persons residing at the same address as you

1. Name _____	2. Name _____
Address _____	Address _____
_____	_____
_____	_____
Tel No _____	Tel No _____
Occupation _____	Occupation _____
Period Known _____	Period Known _____



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# Humber Security Services

## 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

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**Employment References**

In the case of periods of Self-employment, please give trade references or names and addresses of someone who can confirm the details.

1. Name _____	2. Name _____
Address _____	Address _____
_____	_____
_____	_____
Tel No _____	Tel No _____

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

Current Passport		Driving Licence – photo card	
SIA Licence & Disclosure Document		Proof of Address	
Work Permit/Visa			

Humber Security Services Ltd is an Equal Opportunities employer.

Please send your completed application form together with the above supporting documentation to:

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### 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: \_\_\_\_\_

