

EMPLOYMENT APPLICATION FORM

EQUAL OPPORTUNITIES POLICY

We are an organisation committed to practising the principle of Equal Opportunities and endeavour to remain totally fair and unbiased in all aspects of treatment towards our employees.

Our recruitment and selection process is based solely upon whether an applicant is the best person for the job and that their skills and experience are appropriate to, and continue to be appropriate to, the requirements of the position (*further information can be found in the Employee Handbook*).

PERSONAL DETAILS		
Title:	Forename:	Surname:
Former Surname (if applicable):		
Mobile number:		Home number:
Email address:		
Address:		
		Post Code:
LENGTH OF TIME AT THIS ADDRESS: <i>(required for vetting & screening purposes only)</i>		(YEARS) (MONTHS)
Previous address:		
		Post Code:
LENGTH OF TIME AT THIS ADDRESS: <i>(required for vetting & screening purposes only)</i>		(YEARS) (MONTHS)

SIA LICENCE DETAILS (if applying for a security role only)		
It is a legal requirement that an individual holds a valid Security Industry Authority (SIA) licence applicable to their job role, to enable them to work in the security industry on behalf of a third party. Please give details of your SIA licence(s):		
Licence no.	Category:	Expiry date:
Licence no.	Category:	Expiry date:

CRIMINAL CONVICTIONS	
CONVICTIONS SPENT IN ACCORDANCE WITH THE REHABILITATION OF OFFENDERS ACT 1972, NEED NOT BE DECLARED.	
Have you ever been cautioned, fined or imprisoned, placed on probation, discharged on payment of costs or had any order made against you, including motoring offences, bankruptcy and judgements of debt by a criminal, civil or military court or public authority?	Yes / No
Have you any alleged offences outstanding against you in any civil or criminal court?	Yes / No
If YES to either of the above, please give details on a continuation sheet and attach to this form	

EMPLOYMENT APPLICATION FORM

TRAINING

Please provide details of any training you have undertaken in the security industry. Original certificates must accompany you to interview.

NVQ Level 2 or 3 in Spectator Safety	Yes / No
--------------------------------------	----------

Disengagement & Physical Intervention Skills	Yes / No
--	----------

Any other relevant training:

EDUCATION AND QUALIFICATIONS

Please provide details of any school, college or university attended within the last 5 years

Name & address of educational establishment	Name & address of educational establishment
---	---

Dates attended (from & to):

Dates attended (from & to):

PERSONAL REFERENCES

Please provide names and addresses of two people you have known for at least five years. These cannot be relations, people who live with you or employers. This is required for vetting and screening purposes.

Title:	Name:
--------	-------

Contact number:	Known since:
-----------------	--------------

Address:

Post Code:

Title:	Name:
--------	-------

Contact number:	Known since:
-----------------	--------------

Address:

Post Code:

EMPLOYMENT APPLICATION FORM

EMPLOYMENT HISTORY

In accordance with the industry Standards we work to (BS7858:2012), it is imperative that we are able to screen and vet all prospective employees for a 5 year period prior to the start of their employment with us. Please complete your previous work/education history (for the last 5 years or back to school), starting with your most recent first. Please include full details of self-employment, unemployment (pg 4), military service, part-time work and any period when you may have been travelling. Where self-employment has occurred please supply details of an official (accountant/solicitor) who can verify this. The code of practice also includes a search of your personal and financial details as included in the public records.

PREVIOUS / CURRENT EMPLOYER:

Employed from:	To:	Role:
Contact number:		Email:
Address:		
		Post Code:

PREVIOUS / CURRENT EMPLOYER:

Employed from:	To:	Role:
Contact number:		Email:
Address:		
		Post Code:

PREVIOUS / CURRENT EMPLOYER:

Employed from:	To:	Role:
Contact number:		Email:
Address:		
		Post Code:

PREVIOUS / CURRENT EMPLOYER:

Employed from:	To:	Role:
Contact number:		Email:
Address:		
		Post Code:

PREVIOUS / CURRENT EMPLOYER:

Employed from:	To:	Role:
Contact number:		Email:
Address:		
		Post Code:

EMPLOYMENT APPLICATION FORM

May we approach your current employer for a reference prior to an offer of employment? <i>(if no, please supply evidence of current employment)</i>	YES / NO
---	----------

PERIODS OF UNEMPLOYMENT

Please list exact dates of unemployment (these should start/end on the day after/before education or employment):

Jobcentre(s) where registered:

Dates registered to / from:

DUTIES

Please answer using either 'Y', 'N' or 'C' where Y = Yes, N = No and C = Consider

Are you willing to:

Work day shifts?		Work night shifts?		Work weekends?	
Work on a rolling roster pattern (a work pattern covering a period longer than 7 days)?					
Work to a fixed pattern each week?					
Work on a casual 'ad hoc' basis (including weekdays and/or evenings)?					
Be placed on standby (with no guarantee of work – common for casual work)?					
Be contacted at traditionally unsociable times?					
Work more than 48 hours (on average) weekly (indication purposes only)?					
Travel further than a 10-mile radius from your home?					
Are you prepared to undertake any of the following duties (Y / N):					
Corporate security		Event security		Event stewarding	
Static/patrol duties		Work overtime			

DATA PROTECTION

To meet our obligations under the Data Protection legislation, all candidates accept that by signing their application form, all or part of the information provided may be used and processed for recruitment and personnel administration and for equality monitoring. Such use will be subject to the provisions of the Data Protection Act 1998.

EMPLOYMENT APPLICATION FORM

DECLARATION OF CONSENT

DECLARATIONS

I certify that to the best of my knowledge, the information that I have given in this application is true and complete and understand that any false statement or omission to ISC Ltd or Endatio Ltd trading as Sanctis on behalf of ISC Ltd (the Company) or its representatives may lead to termination of employment without notice. 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 authorise the Company or its agents to approach Government agencies, former employers, educational establishments, criminal justice agencies and personal referees for information relating to and verification of my employment/unemployment record. I consent to the Company's reasonable processing of any 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 Reports Act 1988, I consent to the results of such examinations to be given to the Company and authorise the Company or its nominated agent 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 further declare that any documents that I provide as proof of my identity, proof of address, proof of right to work and any other documents that I provide are genuine and give my consent for these documents to be examined under a UV scanner or similar device. I acknowledge that any falsified documents may be reported to the appropriate authority.

DATA PROTECTION ACT 1998

The Company will use the information you have given on your application form (together with any information which we obtain with your consent from third parties) for assessing your suitability for employment. It may be necessary to disclose your information to our agents and other service providers. By returning this form to the Company you consent to our processing personal data about you where this is necessary, for example information about your credit status, ethnic origin or criminal offences. You also consent to the transfer of your information to your current and future potential employers where this is necessary (this may be to companies operating abroad if you apply for work outside of the United Kingdom). Your information will be held on our computer database and/or in our paper filing systems. By signing below you agree to this process and confirm that you do not have a criminal record subject to the current Rehabilitation of Offenders Act and any amendments. You have the right to apply for a copy of your information (for which Endatio Ltd may charge a small fee) and to have any inaccuracies corrected.

DISCLOSURE

You are applying for a position of trust and in the event of being offered employment by ISC Ltd we may apply for a Disclosure. However, having a criminal record does not necessarily bar you from employment. For more information ask us for a copy of the DBS Code of Practice/Disclosure Scotland and/or Company policy statement regarding ex-offenders. Disclosure information is treated in a sensitive way and is restricted to those who need to see it to make a recruitment decision. By signing this document you allow the Company to see a copy of the Disclosure. The Disclosure information is not retained i.e. it is disposed of within the timescales recommended in the DBS Code of Practice. By signing below you agree to this process.

SCREENING

Any offer of employment is subject to satisfactory screening, that the applicant consents to being screened and will provide information as required. That the information provided is correct, and the applicant acknowledges that any false statements or omissions could lead to termination of employment.

Signed:

Print name: Date: / /

For ID purposes, please provide your mother's maiden name:

EMPLOYMENT APPLICATION FORM

DOCUMENT CHECKLIST

Thank you for your interest in joining ISC.

Please bring your completed application to your interview at:

WEMBLEY STADIUM (Club Wembley entrance) | WEMBLEY | MIDDLESEX | HA9 0WS

TEL: 0870 366 5888

Please note that incomplete application forms (including those without the documentation as requested below) will be rejected at Company discretion.

Before attending your interview, please ensure that:

(please tick once complete)

- You have completed all sections of the form
- You have given a full account of your work and education history for the past 5 years, complete with dates and full postal addresses, detailing any gaps in your career history
- You have enclosed photocopies of personal identification
*Original documents will be checked at interview (You must enclose one from Section 1 and at least **TWO** from Section 2). The Company reserves the right to ask for further documentation in line with Home Office Guidelines for the prevention of illegal working.*

Section 1

- Valid passport (*and residence permit/Home Office documents/immigration papers/work visa, where applicable*)
- UK original birth certificate issued within 12 months of birth
- Photographic UK driving licence

Section 2

- Utility bill (*gas, electric, telephone, water, satellite, cable*) issued to your current address within the last 3 months
- Recent bank statement (within last 3 months)
- P45 / P60 (*issued within last 12 months*)
- Council tax statement

- You have enclosed additional documentation containing evidence of your National Insurance Number (NI Card, tax form or previous payslip)
- You have enclosed copies of relevant training certificates and SIA licence details, if applying for a security role
- You have enclosed one passport-style photograph. This should be named on the reverse, with no sunglasses, hats or profile shots
- You have completed and enclosed the application monitoring form (at your discretion)
- Non-European Union citizens must provide evidence of permission to seek paid employment

Do you need any reasonable adjustments to be made to the interview process to assist you? If so, please detail on an accompanying document

Should you have any queries, please do not hesitate to contact the HR Department

EMPLOYMENT APPLICATION FORM

EQUAL OPPORTUNITIES MONITORING FORM

The following questionnaire is discretionary.

You are under no obligation to complete this form. However, in doing so you are helping us, as an equal opportunities employer to assess the effectiveness of our procedures and identify where changes need to be made and to establish whether or not we are reaching all groups. This questionnaire is entirely voluntary and will be used for monitoring and or statistical purposes only.

All information provided will be treated in strict confidence.

Please select options which apply to you:

A. ETHNIC ORIGIN White <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Any other white background:		Mixed <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Any other mixed (state):			
Asian or Asian British <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Any other Asian background (state):		Black or Black British <input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other Black background (state):			
Chinese <input type="checkbox"/> Chinese		Other <input type="checkbox"/> Any other, please state:			
B. AGE RANGE: <input type="checkbox"/> 18 – 25 <input type="checkbox"/> 26 – 35 <input type="checkbox"/> 36 - 45				<input type="checkbox"/> 46 -55 <input type="checkbox"/> 56 – 65 <input type="checkbox"/> Over 65	
C. SEXUAL ORIENTATION: <input type="checkbox"/> Heterosexual <input type="checkbox"/> Bisexual				<input type="checkbox"/> Homosexual <input type="checkbox"/> I prefer not to declare my sexual orientation	

EMPLOYMENT APPLICATION FORM

<p>D. GENDER:</p> <p><input type="checkbox"/> Female</p> <p><input type="checkbox"/> Male</p>	<p><input type="checkbox"/> Trans-gender</p> <p><input type="checkbox"/> I prefer not to declare my gender</p>
<p>D. RELIGION / BELIEF</p> <p><input type="checkbox"/> Christianity</p> <p><input type="checkbox"/> Judaism</p> <p><input type="checkbox"/> Hinduism</p> <p><input type="checkbox"/> Islam</p>	<p><input type="checkbox"/> Atheism</p> <p><input type="checkbox"/> Sikhism</p> <p><input type="checkbox"/> Other, please specify.....</p> <p><input type="checkbox"/> I prefer not to declare my religion/ belief</p>
<p>E. DISABILITY</p> <p><i>The Disability Discrimination Act 1995 defines a 'disabled person' as a person with "A physical or mental impairment which has substantial or long term adverse effect on their ability to carry out normal day to day activities"</i></p> <p>Do you consider yourself to have a disability?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If yes, please specify.....</p> <p><input type="checkbox"/> I prefer not to declare my disability</p>	<p>This information is sought primarily to determine any help you may require at the interview stage and for monitoring purposes.</p>