

## JOB APPLICATION FORM GUIDE NOTES.

### Introduction

It is the policy of Northwest Security Limited to obtain a continuous career/employment history for the last 10 years prior to your employment. Security screening shall then be carried out on you in compliance to the British standard BS 7858:2006. for at least the last continuous 5 year period. Any gaps more than 28 days will need to be accounted for. We will need to verify your character for at least two years within the last five years.

It is absolutely important that you provide accurate and complete details of previous employers, periods of self employment, periods of un-employment period spent in full time education, periods spent abroad and periods spent in prison. You will also need to sign the attached personal reference and verification authority letter.

**NAMES AND ADDRESSES.** Please ensure that all names and addresses are accurate. Provide Post codes, telephone numbers and fax numbers including area codes. Provide the full and accurate name of the company, organisation or school to which you refer. Ensure that surnames are spelled correctly and all information *is* clearly written and legible.

**CHARACTER REFERENCES** should be two people that have known you on month by month basis for at least two years out of the most recent five. Neither referee should be related to you or be someone with whom you are in a long-term romantic relationship. Please state their relationship with you and state for how long you have known them on a continuous basis or for which specific periods., i.e. you may have lost touch with them for a couple of years for some reason. Ask the referees permission before putting them on the application form.

**PREVIOUS EMPLOYERS & CAREER HISTORY :** Please provide us with a continuous career and employment history for the last 10 years. All employees are to be screened for the last 5 years continuous employment, or since leaving school if within that time. Any breaks in employment therefore need to be noted on this form. Please continue on a separate sheet if necessary. The existence of a gap in your employment record does not automatically preclude you from employment but can be covered in other ways, so provide as much information as possible. Your present employer will not be contacted until a position has been offered and accepted by you. However, any offer made will then be subject to the receipt of satisfactory references from your present employer. We reserve the right to contact all past employers and character referees. State who your immediate superior was or the person to whom you were responsible. State also your job title at the time of leaving and your reason for leaving- Ensure all dates are recorded as month and year both, for starting and for leaving employment with a company. A character reference may be requested from your immediate superior from your most recent period of employment.

**NO LONGER TRADING.** Previous employers who are no longer trading can present a problem. Provide as much detail as you can about the company and our vetting controller will figure out what to do. If you are still in touch with someone from that period of time or you know their whereabouts please submit their details as an additional Character Reference

**PERIODS OF SELF-EMPLOYMENT** should be accompanied by details of your professional advisers (Accountants, Solicitors, and Bankers) during that period. Additionally, provide a letter instructing them to release details of your claims to Northwest security ltd

**PERIODS OF UNEMPLOYMENT** should be accompanied by details of the office at which you were claiming the benefit or signing on. Additionally the Letter of Authority will serve as an instruction to release details of your claims to Northwest security ltd.

PERIODS OF FULL-TIME EDUCATION should be accompanied by accurate dates of courses. This should provide the month and year of the start and finish of the course back to the date of leaving secondary education.

PERIODS SPENT ABROAD must be accompanied by a visa stamp, passport stamp, hotel bills, wage slips (if working abroad) Credit card statements, etc to show verify your information for this period.

PERIODS SPENT IN PRISON should be accompanied by exact dates on a month to month basis. Accurate addresses of prisons are important including ant prison reference number. If you have a certificate of discharge or similar, please submit with application form.

PLEASE COMPLETE IN INK, AND USE BLOCK CAPITALS. ALL SECTIONS MUST BE COMPLETE AND INAPPLICABLE SECTIONS MARKED N/A. IF ANYTHING IS NOT CLEAR PLEASE CLARIFY AS ALL INFORMATION GIVEN WILL FORM THE BASIS OF ANY SUBSEQUENT CONTRACT OF EMPLOYMENT.

#### SIA ACCEPTABLE IDENTITY DOCUMENTS

##### **Proof of identity documents:( 1 No. Required)**

- Signed valid passport of any nationality\*.
- Signed UK photo driving licence (both parts of the full or provisional licence are required)\*
- Valid UK firearms licence with photo\*
- HM Forces ID card (UK)\*
- UK birth certificate or certified copy issued within 12 months of birth, but not a photocopy
- UK adoption certificate
- Valid EU photo ID card.

##### **Proof of residence documents:(2 No. Required)**

- Signed UK paper driving licence.
- 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 send us 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.
- 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.