

## Job Application Form

Application for the post of:

### Personal

First Name:  Surname:

Address:

Home no:  Mobile no:

Work no:  Can we ring you at work? Yes  No

Email address:

Date of birth:  Age:

### Character References

Please give the names and full addresses of two people who have known you for at least two (2) years within the last five years. Please do not use relatives, partners or people who live in the same address as you.

#### Ref 1

Name & address

Relationship to you:

Telephone no:  Email address

May we contact the referee before interview? Yes  No

#### Ref 2

Name & address

Relationship to you:

Telephone no:  Email address

May we contact the referee before interview? Yes  No

Do you need a work permit to work in the UK? Yes  No  Expire date if yes

National Insurance Number:

SIA Number:

Expiry Date:

**Career and Employment History:**

Please provide us with a continuous career and employment history for the last 10 years. Any breaks in employment 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.

**Current/most recent employment:**

Name and address of employer:

Date started:  Until:  Notice required:

Job Title:  Basic salary per annum:

Brief description of duties:

Reason for leaving:

**Other employment/career history starting with most recent:**

From:	To:	Employer/Organization Name, address, Tel & Fax contacts	Post:	Reason for leaving:

**Education history**

(Start With Most Recent):

Secondary Schools, Colleges, Universities	From:	To:	Brief details of course/qualifications undertaken:	Grade:

**Study currently being undertaken:**

Secondary Schools Colleges, Universities	From:	To:	Brief details of course/qualifications undertaken:	Grade (if known):

**Professional or other qualifications,**

Professional or other qualifications, apprenticeships, memberships of professional organisations:

Other training you have received which you consider relevant:

**Travel:**

Do you have a driving licence?

Yes  No

Do you have access to a vehicle?

Yes  No

Do you have access to public transport?

Yes  No

Do you have any relationship (i.e. family, friends) with anyone currently working for Northwest Security Limited?

Yes  No

If you are invited to attend for interview or take up employment what period of notice do you require?

If you require special arrangements please give details below:

**Other interests**

Please give details of other interests including involvement in voluntary organisations which you consider relevant:

**Experience/relevant skills**

*Having read the job description and person specification, please state how your experience and achievements to date would make you a suitable candidate for this post. You should address each criterion detailed on the person specification and provide examples of how you meet these.*

*If you need to continue beyond these pages of the form please use A4 sized white paper.*

**ALL INFORMATION GIVEN WILL BE TREATED AS STRICTLY CONFIDENTIAL**

Disability or health problems do not preclude full consideration for the job and applications from disabled persons are welcomed

**Occupational History**

Has your employment ever been terminated on the grounds of ill health?	Yes / No	If yes Please give details
How many days sickness absence have you had in the last 12 months and on how many occasions?	No of sick days	<input type="text"/>
	No of occasions	<input type="text"/>

**Medical History**

Height	Weight
How many units of alcohol do you consume weekly?	Do you smoke?  If yes how many per day
Are you currently taking prescription medication?  If yes please give details	Are you currently under the care of a doctor or other medical professional?  If yes please give details

**Are you currently or have you suffered from any of the following? If you answer 'Yes' to any please give details including dates.**

	Yes	No	Details Please continue overleaf if necessary
Heart Trouble / disease			
Lung disease			
Stomach / Bowel trouble			
Jaundice / Hepatitis			
Joint Problems			
Diabetes			
Allergies			
Headaches / Migraines			
Severe Stress reaction			
Serous accident			
High Blood Pressure			
Asthma			
Hernia or rupture			
Kidney / Bladder disease			
Back / Neck problems			
Seizures/ blackouts/epilepsy			
Depression / Anxiety			
Hearing / Sight problems			
Skin Problems			
Surgical Operations			

Further medical Information:

1. You can ask to see the medical report before the company receives it. This request for access can be made either:
  - a) To the company when you grant us permission to obtain it (in which case we will tell the doctor of your request and let you know when we apply for the report).
  - b) Direct to the doctor at a later date, but before the report is supplied to the company.
  
2. If you ask to see the report:
  - a) You must contact the doctor to arrange access within 21 days of the company applying for the report, otherwise the doctor can give the report to us without showing it to you and without your consent. (Under 1(b) above you must contact the doctor within 21 days of notifying that you wish to see the report).
  - b) Having seen the report, you can ask the doctor (in writing) to amend anything which you think is incorrect or misleading. If the doctor does not agree, a statement of your views will be attached to the report at your request.
  - c) Provided you have seen it, the report will not be given to us unless you give the doctor your consent.
  
3. You will not be entitled to see any part of the report which:
  - a) The doctor believes could seriously harm your physical or mental health, or that of others.
  - b) Indicates the doctor's intentions in respect of you.
  - c) Reveals information about another person, or the identity of someone who has given the doctor information about you (unless that person consents or is a health professional involved in your care).
  
4. The doctor will tell you why access to the whole or part of the report is refused. Your rights of amendment will apply only to the disclosed part of the report. The doctor will only give the report to the Northwest Security Limited with your consent.
  
5. You do not have to give the company permission to obtain a medical report. (However, the inability to obtain up-to-date medical information may affect decisions made about your employment with the company).
  
6. You may ask to see any medical report relating to you which the doctor has provided for employment purposes in the last six months (if prepared on or after 1.1.89). Such a request should be made to your

## Recruitment Monitoring – Confidential

### Equal Opportunities

We are committed to equal opportunities in employment. As part of this policy, all applicants for employment are requested to complete this section for the purposes of monitoring the policy and it will be separated from your application. This information it contains will not used in deciding whether or not to invite you to interview or offer you employment. As an Equal opportunities employer, we aim to ensure that no job applicant or employee received less favourable treatment on the grounds of age, sex, race, colour, martial status, religion, ethnic origin, nationality or sexual orientation. Please help us achieve our main aim by completing the following questions:

### Disability:

Do you consider yourself to have a disability? Yes  No

Gender Male  Female

### Ethnicity

I would describe my race or ethnic origin as (please tick appropriate box):

<b>White</b>	<b>Black</b>	<b>Asian</b>
White British <input type="checkbox"/>	Black British <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>
White Irish <input type="checkbox"/>	Black African <input type="checkbox"/>	Pakistani <input type="checkbox"/>
White other <input type="checkbox"/>	Black Caribbean <input type="checkbox"/>	Indian <input type="checkbox"/>
	Black other <input type="checkbox"/>	Asian other <input type="checkbox"/>
<b>Chinese</b>	<b>Mixed</b>	
Chinese <input type="checkbox"/>	White and Black Caribbean <input type="checkbox"/>	
Chinese other <input type="checkbox"/>	White and Black African <input type="checkbox"/>	White/ Black Asian <input type="checkbox"/>

Other please state

### Rehabilitation Act 1974.

Have you ever been fined, sentenced to imprisonment, placed on probation, discharged on payment of cost, or had any other order made against you by a criminal, civil or military court, or public authority, or is any action pending? This is to include details of any bankruptcy proceedings or Court Judgements for debt Yes  No

If yes, please give details and date(s) in the space provided below:

How did you find out about this vacancy? (Please give the name of the newspaper/journal/website)

**Declarations and consents.**

1. I declare that I filled out this form myself.
2. I declare that the information given on this is to the best of my knowledge correct and complete and can be treated as part of any subsequent contract of employment. I understand that any of the above particulars may be subject to check and that any false, inaccurate or incomplete information could result in dismissal, disciplinary action or withdrawal of any offer of employment.
3. I understand that documents I have provided as proof of identity or proof of residence may be checked using ultra violet scanner or other methods to deter identity theft and fraud. Any original documents that appear forged will be reported to the relevant authorities.
4. I understand that my Security Screening will be carried out in compliance with the Data Protection Act 1998
5. I consent to Northwest Security Limited holding the data in the equal opportunities section of this form in their database and manual file.
6. I understand that the Northwest Security Limited may process, by means of a computer database or otherwise, any information which I provide to it, for the purpose of employment with them
7. I understand that the European Working Directive Regulations stipulate that a limit of 48 hours (including overtime) in a seven-day period (with an averaging period of seventeen (17) weeks), was imposed by the UK Government from October 1<sup>st</sup> 1998. As this limit can be disregarded by Employer/Employee agreement, I would like to opt out of the European Working Directive Regulations regarding the limit on working hours per week. I agree to work more than 48 hours in a seven-day period, should I wish. I understand that I have the right to change my mind on the opt-out at any time by providing a minimum of seven days notice in writing.
8. I authorise *Northwest Security Limited Ltd.* to approach former employers, schools, colleges, character references, the Police, and any government agencies for the purpose of verifying the information that I have supplied in this Application For Employment. I am prepared to sign a Statutory Declaration if required to do so.

Signature:  Date:

Please return the application Form in an A4 sized envelope marked 'CONFIDENTIAL' TO:  
**THE MANAGING DIRECTOR, CBXII, 382-390 WEST WING, MIDSUMMER  
BOULEVARD, MILTON KEYNES, BUCKS. MK9 2RG**

***Office Use Only:***

Date Received	
Interview Date	
Offer Letter	