

Industry Security UK LTD

Application for Employment Private and Confidential

STATEMENT TO PROSPECTIVE EMPLOYEES (PLEASE READ CAREFULLY BEFORE SIGNING THIS APPLICATION FORM)

To enable this company to offer a position of employment we have to carry out a comprehensive screening procedure. In order that your application for employment can be effectively actioned by our Vetting Office it is essential that you read the following statement and **ensure that all relevant sections** of the application form are completed and returned together with all relevant documentation

to **Industry Security UK Limited,**

Block 2, Office1, Nortonthorpe Mills, Wakefield Road, Scissett, Huddersfield, West Yorkshire, HD8 9LA.

PERSONAL REFERENCE AND EMPLOYMENT VERIFICATION

I understand that employment with the Company is subject to satisfactory references and security screening in accordance with BS 7858.

I undertake to cooperate with the Company in providing any additional information required to meet these criteria;

I authorise 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 authorise the company to make a consumer information search from public records. I agree to pay part of the cost of this credit reference check the sum to be advised to me in writing prior to the check taking place.

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 purpose 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 NAME

DATE

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1.Surname		2.Title	Mr/Mrs/Ms/Miss
3.Forenames		4.Marital Status	Single/Separated/ Divorced/Married
5.Present Address		6.Previous Address	
Home Tel No. Mobile Tel No.			
7.Date of Birth		8.Maiden Name	
9.Nationality		10.Passport No:	
11. N.I. No:			
12.Car	Yes/No	13.Driving Licence	Please supply Copy
14.Verification of Address	Please supply copy of a recent utility bill	S.I.A Licence No	Expiry Date
15. Have you ever been convicted of a Criminal Offence?		Yes/No/Case Pending	
16. Have you ever been subject to Bankruptcy Proceedings?		Yes/No/Case Pending	

17. Education & Training

Start Date Month Year	Leave Date Month Year	Name of School or College and full address	Qualifications gained

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18. Referees

Please give details of 2 Personal Referees (Must not be related in any way, nor living at your address & should be known for THE LAST TWO YEARS).

Name		Name	
Full Address And Post Code		Full Address And Post Code	
Contact Number		Contact Number	
Length of time known		Length of time known	

Please give details of 2 Friends or Relatives to be contacted in case of emergency.

Name		Name	
Address		Address	
Relationship		Relationship	
Tel No.	Home: Work:	Tel No.	Home: Work:

19. Employment History

Please give details of your Employment History for the last 5 years or since you left full time education. If in full time secondary education during the last 5 years, please provide the full name and address of your school and the date of leaving.

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**Include details of National Service and any periods of self-employment where applicable.
For any periods of unemployment give details of Job Centre and any courses completed.**

Full Name of Employer Full Address & Position held in company	Tel No.	Start Date		End Date		Reason for Leaving
		Month	Year	Month	Year	
Post Code: Position Held:						
Post Code: Position Held:						
Post Code: Position Held:						
Post Code: Position Held:						
Post Code: Position Held:						
Post Code: Position Held:						

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20. Other Qualifications

Please give details of any special skills or training received, e.g. First Aid, Health & Safety, Security, Skills for Security etc.

Course	Qualification or Certificate Gained

21. Bank Details

Bank or Building Society Name	
Full Address	
Bank Sort Code	
Account No.	

FOR OFFICE USE ONLY

INTERVIEW DETAILS

Date:	Interviewer:	
Documents Checked	Birth Certificate	
And copied:~	Passport	
	Service Record	
	Driving Licence	
	Utility Bill X 2	
	Bank/Building Society	
	Immigration Papers	
	S.I.A Licence	
	Expiry Date	/Sector

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Comments			
Appointment:		Position	
		Start Date	
Authorised to continue screening	Name:	Signature:	Date:

CONSENT TO PROCESSING OF PERSONAL AND SENSITIVE PERSONAL DATA FOR THE PURPOSES OF THE DATA PROTECTION ACT 1998 ('the DPA 1998')

I HEREBY CONSENT to and authorise **Industry Security UK Ltd** ('the Company') and any third party nominated by the Company from time to time to perform a vetting service. To hold the information contained in the Application for Employment and any other information obtained and/or derived as a direct result of the Company and/or the Vetting Company obtaining references and/or confirming the accuracy of the information contained in the Application for Employment (and for the avoidance of doubt that will include details of National Insurance Contributions) during my employment with the Company.

This consent shall constitute 'consent' and 'explicit consent' for the purposes of the DPA 1998.

Signed..... Date.....

Print Name

Industry Security UK LTD

This Agreement is made between

Industry Security UK Limited ("The Company")

And

..... ("The Worker")

48 hour maximum average working week

The Working Time Regulations 1998 including any amendments, provide that the average working week, including overtime, shall not exceed 48 hours. The Company and the worker agree that this limit shall not apply to the worker. This Agreement will remain in force indefinitely. The worker, or the Company, may terminate this Agreement at any time by giving not less than three months' written notice to the other.

Signed: _____

Date: _____

Name: _____

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Uniform Request and Issue Record

Item of Clothing	Size/Quantity	Items Issued
Hard Hat		
Safety Shoes		
Tie		
Shirt		
Hi Viz Jacket		
Shoes		
Jumper		
Trousers		
Other		

I confirm that I have received the above items of clothing:

Signature of employee.....

Date

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All questions to be covered during the interview and the interviewees' responses to be recorded (training needs to be identified)

- 1 Under the Private Security Industry Act 2001, what **must** a person have to be able to work as a door supervisor?
 - A A licence to practice
 - B Annual fire safety training
 - C Annual health and safety training
 - D At least 12 months experience in the industry

- 2 Which of these is an important quality for a door supervisor?
 - A Being able to speak more than one language
 - B Being physically big and strong
 - C Having a forceful and aggressive manner
 - D Having a polite and professional manner

- 3 The main role of a door supervisor is to make sure that:
 - A All cash on the premises is safe
 - B All customers are safe
 - C The premises are always full
 - D The premises attracts female customers

- 4 When evicting a customer, door supervisors must ensure that they:
 - A Get other customers to help them
 - B Have no witnesses to the eviction
 - C Have received martial art self defence training
 - D Only use reasonable and necessary force

- 5 Which of these is **not** a type of assault?
 - A Common assault
 - B Actual bodily harm
 - C Indictable assault
 - D Grievous bodily harm

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- 6 What should a door supervisor do **first** if someone is breaking the law on licensed premises?
- A Arrest the person and escort them to the local police station with assistance from a colleague
 - B Ask the person to leave the premises and encourage them to do so of their own accord
 - C Call the police and inform them that they will need to arrest the person
 - D Eject the person from the premises using the maximum amount of force required
- 7 What should door supervisors do if they want to search a customer's bag?
- A Ask the customer to empty the contents
 - B Open the bag and look inside
 - C Remove the items themselves by hand
 - D Tip the contents out over the floor
- 8 Having an admissions policy is important to ensure that:
- A The premises project an air of quality and exclusivity
 - B Regular customers are always admitted to the premises
 - C The approach taken on the door is always the same
 - D Known prostitutes entering the premises are identified
- 9 What should a door supervisor do if, when searching, they find illegal drugs in a customer's possession?
- A Confiscate the drugs and record in writing how, when and where they were found
 - B Keep the drugs in a safe place and return them to the customer when they leave the Premises
 - C The door supervisor should put the drugs in their pocket and hand them to the Management as soon as possible
 - D Destroy the drugs immediately and call the police to report the incident
- 10 When making an arrest, what **must** a door supervisor do?
- A Call the police to assist with the arrest
 - B Ensure that the person they are arresting is not drunk
 - C Explain to other customers why the arrest is necessary
 - D Tell the person they are arresting the reasons for the arrest
- 11 Which of these can be a sign that a person has misused controlled drugs?
- A Calm emotions
 - B Clear speech
 - C Non-stop dancing
 - D Rational thinking

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- 12 The **best** way of door supervisors reducing the chance of becoming infected when disposing of drug litter is to:
- A Wash their hands after touching the drug litter
 - B Disinfect the area where the litter was found
 - C Not make direct contact with the drug litter
 - D Wear protective clothing when handling the drug litter
- 13 Which of these is a **main** reason for a door supervisor to record incidents?
- A It may be used as evidence by the police or in court
 - B It shows that they are doing their job better than others
 - C The more incidents they record, the better their pay rise will be
 - D The less incidents they record, the better the premises will look
- 14 If door supervisors have to use force to evict a customer, where should they record the incident?
- A In their personal diary at home
 - B In the security incident logbook
 - C On their computer at home
 - D On the staff notice board
- 15 What type of evidence is a written witness statement classed as?
- A Conditional evidence
 - B Permanent evidence
 - C Real evidence
 - D True evidence
- 16 At the scene of a serious incident in licensed premises, a door supervisor should make sure that:
- A All the evidence is sealed and recorded in alphabetical order
 - B Broken glass and other items that may harm people are cleared away
 - C Everyone present at the time of the incident stays exactly where they are
 - D No one tampers with the evidence relating to the incident
- 17 A person cannot be ejected from licensed premises because they are:
- A Behaving in an aggressive way
 - B Drunk
 - C Male
 - D Under the influence of controlled drugs

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18 Licensed premises have permitted capacity limits to make sure that the:

- A Licensing authority charge the correct fee for the premises licence
- B Local police know which premises to target for test purchasing
- C Premises are safe and can be evacuated easily
- D Premises has enough room for customers to dance

19 Which of these is **unlikely** to indicate possible terrorist activity?

- A A group of unfamiliar customers enjoying a night out
- B Individuals apparently attempting to disguise their identity
- C Activity inconsistent with the nature of the location of the premises
- D Unusual interest being taken in the security measures at premises

20 Contaminated waste such as needles or broken glass should be disposed of in:

- A The premises recycling facilities
- B The most convenient general waste bin
- C A designated sharps' container
- D A bag in the premises manager's office

Interviewing Officer Name: _____ **Date:** _____

Signature: _____

Test performed by: _____ **Date:** _____

Signature: _____