

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

## 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).

<b>Name</b>		<b>Name</b>	
<b>Full Address And Post Code</b>		<b>Full Address And Post Code</b>	
<b>Contact Number</b>		<b>Contact Number</b>	
<b>Length of time known</b>		<b>Length of time known</b>	

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

<b>Name</b>		<b>Name</b>	
<b>Address</b>		<b>Address</b>	
<b>Relationship</b>		<b>Relationship</b>	
<b>Tel No.</b>	<b>Home:</b> <b>Work:</b>	<b>Tel No.</b>	<b>Home:</b> <b>Work:</b>

## 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

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

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<b>Comments</b> ..... ..... ..... ..... ..... ..... ..... ..... ..... ..... .....			
<b>Appointment:</b>		<b>Position</b>	
		<b>Start Date</b>	
<b>Authorised to continue screening</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

## 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 .....

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**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

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

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. Basic Job Training**

- a) State the main objectives and duties of a security officer
  
- b) List 3 equipment required by a security officer
  
- c) Explain the reasons and importance for raising an incident report and the evidential content required

## **2. Patrolling**

- a) Explain the different types of patrols, their importance, and the checks that may be made
  
- b) State equipment that a security officer may need when patrolling

## **3. Access Control**

List different methods of providing access and egress control and List typical duties relating to access and egress control

## **4. Searching and power of arrest**

- a) Explain a security officer's right of search
  
- b) State how to search people and their property
  
- c) State the actions which may need to be taken in the event of a refusal to be searched
  
- d) State the correct procedures to be used when dealing with a trespasser
  
- e) State reporting procedures following a crime

## **5. Security systems**

- a) Explain how technology and security systems can help security officers in their job?

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b) Explain the meaning of the term “false alarm”.

## **6. Health and Safety**

a) State 3 types of fire fighting equipment

b) Describe appropriate responses to accidents and injuries in the workplace

## **7. Data Protection**

a) Identify the principles of the Data Protection legislation

## **8. Conflict management**

a) Explain how you would defuse a challenging situation? E.g., an angry customer.

b) How would you react if you were confronted by an individual whilst on duty? (E.g. breach of rules of entry).

**Interviewing Officer Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Test performed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_