

**POSITION APPLIED FOR:**


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**T: 0800 193 443**
**E: recruitment@parallesecurity.co.uk**
**PERMANENT**  **PART-TIME** 

## APPLICATION FOR EMPLOYMENT

Complete the form using BLOCK LETTERS in black ink or typescript. All questions should be answered but where a particular question is not applicable or the answer is not known, enter **N/A** or **N/K**. If more space is needed, please continue your answers in the section 'Additional Information' on page 5.

Make sure that you have answered all the questions and completed the Declaration on the last page (**Please do not leave any boxes blank**).

| PERSONAL DETAILS  |                                 |
|---|---------------------------------|
| Title:  | Name(s)                         |
| Surname:  |                                 |
| Name at Birth (if different):   | Any other names used:           |
| Town, County & Country of Birth:  |                                 |
| Nationality now:  | Former (if any):                |
| If Non-UK Nationality, date of UK permanent residence:  |                                 |
|   |                                 |
| Do you require a valid work permit or visa to work in this country? YES <input type="checkbox"/> ( <i>please provide original</i> ) / NO <input type="checkbox"/> |                                 |
| Full Address:   | At this address from (mm/yyyy): |
| <div style="border: 1px solid black; height: 20px; width: 100%;"></div>   |                                 |
| <div style="text-align: right; padding-right: 20px;">Post Code: <input style="width: 80px;" type="text"/></div>   |                                 |
| Previous address, if at above address for less than 5 years:  | At this address from (mm/yyyy): |
| Any residence outside UK? If so, add dates:   |                                 |
| Contact Details:  | Mobile Number:                  |
|   | Home Number:                    |
|   | Email:                          |

**STAFF IN CONFIDENCE**

If ever served in Armed Forces/Reserves, enter Service No. or N/A

|  |
|--|
|  |
|--|

Emergency Contact:

Emergency Telephone No(s):

Driving Licence No:

Please give details of any SIA (SIA means the Security Industry Authority) licence owned:

SIA License No.:

Expiry Date:

Type:

SIA License No.:

Expiry Date:

Type:

SIA License No.:

Expiry Date:

Type:

Professional Qualifications:

Trade/Vocational Qualifications:

**SECONDARY SCHOOL EDUCATION**

**PLEASE PROVIDE DETAIL ONLY IF YOU ARE UNDER 22 YEARS OLD BACK TO AGE OF 16 YEARS**

| DATES<br>FROM / TO | NAME/ADDRESS | QUALIFICATIONS |
|--------------------|--------------|----------------|
|                    |              |                |
|                    |              |                |
|                    |              |                |

**FURTHER EDUCATION**

| DATES<br>FROM / TO | COURSE ATTENDED | ATTAINMENT |
|--------------------|-----------------|------------|
|                    |                 |            |
|                    |                 |            |
|                    |                 |            |

**STAFF IN CONFIDENCE  
EMPLOYMENT HISTORY**

**Note 1** Most recent job first.

**Note 2** Do not leave any gaps in employment history, if not working give reason and dates.

**Note 3** Dates must be given on a month to month basis and not by year only and completed DD/MM/YY

|                          |                   |                     |
|--------------------------|-------------------|---------------------|
| <b>CURRENT EMPLOYER:</b> | TYPE OF BUSINESS: | CONTACT NAME:       |
| LEAVING DATE:            | Address:          | TELEPHONE NO:       |
| START DATE:              |                   | REASON FOR LEAVING: |
|                          | Post Code:        |                     |
| <b>EMPLOYER:</b>         | TYPE OF BUSINESS: | CONTACT NAME:       |
| LEAVING DATE:            | Address:          | TELEPHONE NO:       |
| START DATE:              |                   | REASON FOR LEAVING: |
|                          | Post Code:        |                     |
| <b>EMPLOYER:</b>         | TYPE OF BUSINESS: | CONTACT NAME:       |
| LEAVING DATE:            | Address:          | TELEPHONE NO:       |
| START DATE:              |                   | REASON FOR LEAVING: |
|                          | Post Code:        |                     |
| <b>EMPLOYER:</b>         | TYPE OF BUSINESS: | CONTACT NAME:       |
| LEAVING DATE:            | Address:          | TELEPHONE NO:       |
| START DATE:              |                   | REASON FOR LEAVING: |
|                          | Post Code:        |                     |
| <b>EMPLOYER:</b>         | TYPE OF BUSINESS: | CONTACT NAME:       |
| LEAVING DATE:            | Address:          | TELEPHONE NO:       |
| START DATE:              |                   | REASON FOR LEAVING: |
|                          | Post Code:        |                     |

\*\*If you require additional space, please use the text box on page 5\*\*

STAFF IN CONFIDENCE

Please complete the following sections. If you have not read the background to these items above please do so before you attempt to answer.

A) Have you ever been convicted or found guilty by a Court of any offence in any country (excluding parking but including all motoring offences even where a spot fine has been administered by the police) or have you been put on probation or absolutely/conditionally discharged or bound over after being charged with any offence or is there any action pending against you?

Please tick Yes  No

Have you ever been convicted by a Court Martial or sentenced to detention or dismissal whilst serving in the Armed Forces of the UK or any Commonwealth or foreign country?

Please tick Yes  No

If YES please give details here:

B) In accordance with the Company's policy on Security Vetting outlined on Page 1, have you ever been a member of or actively supported any organisation involved in:

Please tick

|             |                              |                             |
|-------------|------------------------------|-----------------------------|
| * espionage | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| * terrorism | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| * sabotage  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Have you ever had a close association with anyone who, to your knowledge, has been a member of, or given active support to any such organisation.

Please tick Yes  No

I have no information to provide Please tick

If you have answered YES to any of the above please give details here:

C) Have you ever been declared bankrupt or have any outstanding court judgements for debt?

Note: A credit reference will be sought through a credit reference bureau or agent in order to verify that you have an acceptable financial history.

I have no information to provide Please tick

If you have answered YES to any of the above, please give details here:

**STAFF IN CONFIDENCE  
PERSONAL REFERENCES**

**NOTE: Your two Personal References:**

- a) **MUST NOT** be previous employers
- b) **MUST** have known you for a minimum of 2 years immediately prior to the date of signing this Application
- c) **MUST NOT** be relatives by blood or marriage or
- d) **MUST NOT** be residing at the same address as yourself.

| <b>REFEREE 1</b>  | <b>REFEREE 2</b>  |
|-------------------|-------------------|
| Name:             | Name:             |
| Address:          | Address:          |
| <b>Post Code:</b> | <b>Post Code:</b> |
| Tel No:           | Tel No:           |
| E-mail address:   | E-mail Address:   |

**ADDITIONAL INFORMATION**

Please use this space to provide any information you could not fit in the previous sections.

STAFF IN CONFIDENCE  
**PLEASE READ CAREFULLY BEFORE SIGNING**

**POLICY ON SECURITY SCREENING**

Due to the security nature of the Company's work, all personnel are required to be security screened to the requirements of BS7858 – Security screening of personnel employed in a security environment. Therefore, the information sought in this form is required to complete the required checks to that Standard.

We may additionally be required under current Police Force Policies NPCC (National Police Chief's Council) to make additional checks via your local police authority for any criminal convictions. To meet this requirement, you will be requested to complete authorisation for these checks to be carried out.

Security Screening checks are made over the last 5 years of employment and/or full-time education where applicable. The purpose of such checks is primarily to ensure that all employees have no criminal record and are therefore of reputable character as they will have access to information relating to the security systems installed within the premises of our Clients.

**Any period(s) of unemployment** will be required to be verified either by a letter from Social Services or signing of a Statutory Declaration Form by yourself. **Any period(s) of self-employment** will be required to be verified by either a letter from the Inland Revenue or your accountant or signing of a Statutory Declaration Form by yourself.

The General Data Protection Regulation (GDPR) requires us to ensure your personal information is kept safe and secure and it is not shared or sold with any other 3<sup>rd</sup> party. All staff accessing your personal information have also been screened to BS7858 and undertaken GDPR training. We only use your information to ensure compliance to BS7858 is maintained and once formal employment is offered your details are locked away. All information is kept for a minimum of 7 years and can be requested to view at any time

**Please additionally note that signing of this Application for Employment Form gives us your authority to approach your former employers, Government departments, personal referees, credit reference agencies, Global Watch List checks etc. for verification of any information contained within this form.**

**DECLARATION**

- \* I declare that I have understood the statement of the Company's Policy on Security Screening above. I understand that this form may be submitted for checking against the records of police and security agencies in accordance with that policy.
- \* I declare that the information I have given above is true and complete to the best of my knowledge and belief.
- \* I undertake to notify any material changes in the information I have given above to Personnel or Security branch concerned.
- \* I understand that any false statement or omission in the information I have given above may disqualify me for employment
- \* I understand that I will be required to provide documentary proof of identity.
- \* I declare that I give you and/or your approved agent authorisation to approach any former employers, Government departments, personal referees, credit reference agencies, etc for verification of any information contained within this form.

Your Signature:

Date: