Dear Applicant,

Thank you for taking the time to apply to JN UK Security Ltd. We hope that this is the start of a long and happy employment with us.

Please complete the application form as soon as possible, and enclose the following documents:

|  |
| --- |
| 1. A copy of your passport, including the visa page
2. A copy of your CSCS Card
3. Two passport-sized photographs
4. Proof of address (i.e. a utility bill, bank statement, or credit-card statement dated within the last three months).
5. Copies of accreditations, qualifications, and licenses relevant to the job that you are applying for.
6. A copy of your driving license (photo card and paper counterpart).
7. A copy of your National Insurance (NI) Card.
 |

Once completed, please return this form to the above address. If this document has been completed electronically, it can be emailed to info@jnuksecurity.co.uk.

I look forward to receiving your application.

Best Regards

Mr Evans Anele

Recruitment Manager

|  |
| --- |
|  **PHOTO** |

**Employment Application**

**PLEASE COMPLETE ALL SECTIONS IN CAPITAL LETTERS**

**Please note that providing false information with the aim of securing employment could lead to charges of obtaining pecuniary reward by deception under the Theft Act 1968 – Section 16.**

**Position Applied For: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **Full Name:** |  |
| **Address:**  |  |
| **National Insurance No:** |  |
|  |
| **CSCS Card No:** |  | **Expires On dd/mm/yyyy):** |  |

|  |  |
| --- | --- |
| **Telephone (Home):** |  |
| **Telephone (Mobile):** |  |
| **Email Address:** |  |
| **Previous Surname(s)** |  |
| **Date of Birth:** |  | **Place of Birth:** |  | **Nationality:** |  |
| **Current Address:** |  |
| **Previous Address:****(If at current address less than 3 years)** |  |

**If you have lived at more than one other address in the last years, please provide details in the ‘Additional Information’ section.**

**Work Eligibility**

|  |  |  |  |
| --- | --- | --- | --- |
| **Are you subject to Immigration control?**  |  | **Do you have unrestricted entitlement to work in the UK?** |  |
| **Do you have a student visa?** |  | **Date of entry into the UK** |  |

**Other Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Do you hold a full UK driving license?** |  | **Do you own a car or motorcycle?** |  |

**Please provide details of any active endorsements, penalty points, and/or disqualifications in the ‘Additional Information’ section**

**Employment History**

Please provide details of all periods of employment within the last five years, including period of self-employment. Also include any periods of unemployment and/or time spent out of the country.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer’s Full name, address and phone number** | **Position Held and Salary** | **Start Date** | **Leaving Date** | **Reason for Leaving** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

If there is insufficient space to add all jobs within the last five years, please provide details of other jobs in the ‘Additional Information’ section

**Qualifications, Licenses and Accreditations**

Please provide details of qualifications, licenses, and accreditations that are relevant to the job you are applying for.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification, License or Accreditation Name** | **Awarding Body** | **Certificate, License or Card Number** | **Date Awarded** | **Expiry Date** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**If there is insufficient space to add all relevant qualifications, accreditations, or licenses that you hold, please list them in the ’Additional Information’ section**

**The Rehabilitation of Offenders Act**

Subject to the Rehabilitation of Offenders Act, please answer the following questions. Please note that having a criminal record is not necessarily a bar to employment with JN UK Security Ltd.

|  |  |
| --- | --- |
|  | Y / N |
| Have you ever been cautioned by the Police? |  |
| Have you ever been prosecuted for a criminal offence, or are there any prosecutions pending |  |
| Have you ever been prosecuted for a motoring offence, or are there any prosecutions pending?  |  |
| Have you been a party to an action in any court or tribunal?  |  |
| Have you been declared bankrupt or made a deed by arrangement?  |  |
| Have any orders been made against you by a civil military court, or by a public authority?  |  |

If you have answered ‘Yes’ to any of the above questions, please provide full details in the ‘Additional Information’ section.

**Personal Referees**

Please provide the names and addresses of two persons who have known you continuously for at least five years, and who can vouch for your good character. **They cannot be a previous employer, or a relative.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Reference 1:** |  | **Reference 2:** |  |
| **Name:** |  | **Name:** |  |
| **Address:** |  | **Address:** |  |
| **Telephone:** |  | **Telephone:** |  |
| **Email:** |  | **Email:** |  |
| **Profession:** |  | **Profession:** |  |
| **How Long Known:** |  | **How long Known:** |  |

**Additional Information**

|  |
| --- |
| **Please use the space provided to provide additional information from previous sections, or to provide further information in support of your application.** |
|  |

**Screening and Vetting Declarations**

I certify that to the best of my knowledge and belief, the information that I have given in this application is true and complete. I understand that any false statement or deliberate omission may render me liable to prosecution and/or dismissal without notice. I fully understand the consequences which may arise as a result of knowingly making a false declaration in order to gain employment or pecuniary advantage (Theft Act 1968, Section 16). I accept that I may be required to undergo a medical examination where requested by the Company, and I consent to the results of such examination being given to a Company Director. I further understand that a credit agency check may be carried out on me, and that I give my consent to this.

I understand and agree that, if so required, I will make a Statutory Declaration in confirmation of previous employment or unemployment, in accordance with the provisions of the Statutory Declarations Act 1835. I authorize the company to approach Government agencies, former employers, and personal referees for verification of my employment/unemployment record.

**Disclosure**

You may be employed in a position of trust by a company for one of its subsidiary companies and, therefore, we may have to apply for a Disclosure from the Criminal Records Bureau. However, having a criminal record does not necessarily bar you from employment. If you wish to obtain more information please ask the Company’s Personnel Department for their code of Practice, or their Policy Statement regarding ex-offenders. Disclosure information is treated in a sensitive way and is restricted to those who need to see it to make a recruitment decision. The disclosure information is not retained, i.e. it is disposed of within the timescales recommended within the CRB Code of Practice.

By signing below, you agree to this process.

**Data Protection Act, 1998**

We will use the information you have given on this form (together with any information which we obtain with your consent from third parties) for assessing your suitability for employment within certain contracts by your employers. It may be necessary to disclose your information to our agents and other service providers.

By returning this form to us you consent to our processing sensitive personal data about you where this is necessary, for example, information about your past employment, finances, ethnic origin or criminal offences. You also consent to the transfer of your information to employers where this is necessary.

Your information will be held on our computer database and in our paper filing systems. You have the right to apply for a copy of your information (for which we may charge a small fee) and to have any inaccuracies corrected.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature of Applicant:** |  | **Date:** |  |
| **Print Name:** |  |
| **Signature of Witness:** |  | **Date:** |  |
| **Position within Company or Relationship to Applicant** |  |