



Address: .....

**Immigration/Right to work Status: (Must be completed)**

**(Please attach a Copy of your Passport & Visa)**

Details of Work Permit/Visa Status: .....

Issue Date: ..... Renewal Date/Expiry Date: .....

**SECURITY LICENCE (Please attach SIA licence copy)**

SIA Licence No: ..... Date of Expiry: .....

SIA Licence No: ..... Date of Expiry: .....

Licence Category: DS      CCTV      SG

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**Bank/Building Society details:**

Bank/Building Society Name: .....

Account Number: ..... Sort Code: .....

Ref Number: ..... **Building Society accounts ONLY**

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**P45** Yes      (If yes, please attach copy)      No

**Please read the following statements carefully and tick the relevant boxes for Starter Checklist.**

This is my first job since last 6 April and **I HAVE NOT** been receiving taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit, State or Occupational Pension.

**B** This is now my only job but since last from 06<sup>th</sup> April I **HAVE** had another job, or received taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a State or Occupational Pension.

**C** As well as my new job, I have another job or receive a State or Occupational Pension.

Do you have a Student Loan which is not fully repaid and all of the following apply:

- You left a course of UK higher education before last 6 April.
- You received your first Student Loan instalment on or after 1 September 1998.

Yes       No

**EMPLOYMENT HISTORY (past 5 years)**

**Can we approach your current employer for a reference?**

**Yes**

**No**

**If NO, please give a reason?**

.....

Name and full address of current/last employer or jobcentre/DSS office		Employed/Unemployed Dates. (Month & Year)
Name:		From:
Address:		To:
Position Held:	Reporting to:	
Tel:	Email:	

Name:		From:
Address:		To:
Position Held:	Reporting to:	
Tel:	Email:	

Name:		From:
Address:		To:
Position Held:	Reporting to:	
Tel:	Email:	

Name:		From:
Address:		To:
Position Held:	Reporting to:	
Tel:	Email:	

**If necessary, please continue a separate sheet.**

**SELF - EMPLOYMENT REFERENCE:**

In the case of self-employment please give a trade reference or name and address of someone who can confirm the details, i.e. your accountant.

Referee's Name	Address	Tel, Email & Fax No	From	To

**UNEMPLOYMENT REFERENCES:**

Please provide a detail for any unemployment identified within the 5 years personal history who we can approach for the reference, i.e., Department of work and Pension.

Company Name	Address	Tel, Email & Fax No	From	To

**PREVIOUS ADDRESS HISTORY:**

Please record full address for the **past 6 years**. Continue on a separate sheet if necessary.

Full Address ( <b>Recent one on top please</b> )	From	To

**STATUTORY DECLARATION AUTHORISATION (Please read this carefully before signing this application)**

I certify that to the best of my knowledge the information that I have given is true and complete and that any untrue or misleading information will lead to my employer having the right to terminate any employment contract offered.

I agree that the organisation reserves the right to request that I undertake a medical examination. (Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor). I agree that this information will be retained in my personal file during my employment and for up to six years thereafter and understand the information will be processed in accordance with the Data Protection Act.

**CAUTIONS, REHABILITATION AND CRIMINAL RECORDS**

Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Exceptions Order 1975 as amended by the Exceptions (Amendment) Order 1986, which means that convictions that are spent under the terms of the Rehabilitation of Offenders Act 1974 must be disclosed and will be taken into account in deciding whether to make an appointment. Any information will be completely confidential and will be considered only in relation to this application.

In addition, you are required to submit to a Criminal Records Bureau check. Any standard or enhanced disclosure made by the DBS/SCRO will remain strictly confidential.

Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence?

**YES      NO**

**If YES, please give details:** .....

I agree that should I be successful in this application, I will, if required, apply to the Criminal Records Bureau/Scottish Criminal Records Office for a standard or enhanced (as appropriate) disclosure. I also agree that the company may apply to my previous employers for references. I understand that should I fail to do so, or should the disclosure or reference not be to the satisfaction of the company, any offer of employment may be withdrawn or my employment terminated.

I understand and agree that if required, I will make a statutory declaration in accordance with the provisions of the statutory declarations Act 1835 at my own expense, in confirmation of previous employment or unemployment.

**Applicant's Signature:** .....

**Date:** .....

**Print Name:** .....

**DATA PROTECTION ACT**

As of the 25<sup>th</sup> May 2018, General Data Protection Regulation (GDPR) came into force. The legislation states that in order for a person’s personal details to be stored and /or processed that persons must first give their consent.

In order to keep in line with the legislation we need you to read the statement below carefully and sign where indicated, thus giving us your permission for your personal information to be processed and stored at our Head Office. Should you have any queries, do not hesitate to contact us.

I have read the above statement and I understand the implications of the Data Protection Act 1998. I am happy to give my consent for my personal details to be processed and retained by Gurkha Security Services Limited for the purposes of pursuing immediate or future employment opportunities.

**Applicant’s Signature:** .....

**Date:** .....

**Print Name:** .....

**VETTING REQUIREMENTS**

IN ACCORDANCE WITH BS7858 WE CARRY OUT A 5/10 YEARS OR TO THE DATE OF CEASING FULL TIME EDUCATION VETTING HISTORY CHECK FOR ALL NEW APPLICANTS.

Gurkha Security Services obtain direct references from former employers and/or government departments, armed forces and education authorities. We confirm these in writing so as to form a continuous written record of an applicant’s history. We obtain at least two written character references from credible/professional people (other than family) with a personal knowledge of the applicant for at least 5 years. In addition, we carry out a financial history check as required by BS7858.

The most recent 5 years vetting is carried out by telephone and then verified in writing in the first 12 weeks of your employment (probationary period) when this is completed your employment with Gurkha Security Services can begin. During this time your employment can be terminated by the company should we not receive satisfactory references.

Where an unaccountable gap appears, a full explanation is required, and separate reference must confirm this.

In certain circumstances we do ask the applicant to obtain:

National Insurance Contribution report from the DSS.

Applicant Data checks report from the Police.

Confirmation of Employment from the Tax Office.

All self–employment periods must be verified by a professional referee such as your accountant.

I hereby authorise Gurkha Security Service Limited or its appointed agent to carry out all necessary enquires to verify the information I have submitted in this applications form. I consent to Gurkha Security services Limited or its appointed agent to hold this information, in the strict of confidence, in order to expedite background checking.

**Applicant’s Signature:** .....

**Date:** .....

**Print Name:** .....

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**FOR OFFICE USE**

Name	Signature:	Date:

**Payroll No:** ..... **Job Title:** .....

**Start Date:** .....