



Job Application Form

Position:

Interview Date:

Please complete this form using black ink. Please ensure that all sections are completed and that any gaps in the employment history are recorded and explained.

THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.

Section 1 - Personal details

Surname:

Forename:

Address:

Postcode:

Home Telephone:

NI Number:

Mobile Telephone:

E-mail address:

Are you free to remain and take up employment in the UK with no current immigration restrictions?

Yes

No

If no, please give further details include restrictions to the number of hours you can work i.e. Student Visa, 20 hours.

Driving Licence – if relevant to post applied for.

Do you hold a full, clean driving licence valid in the UK?

Yes

No

Are you willing to drive company vehicles in line with our insurance policy and company vehicle procedures

Yes

No

Section 2 - Present Employment

Present Employment (If you are currently unemployed please confirm your current situation i.e. registered with JobCentre Plus, caring for relatives, family commitments etc.)

Name of Employer:

Address:

Postcode:

Job Title:

**Date of employment
(MONTH / YEAR):**

Salary:

Department:

Brief description of duties:

Continue on a separate sheet if necessary

Period of Notice:

Leave Date (MONTH/YEAR)

(if no longer employed):

Reason for leaving
(if no longer employed):

Section 3 - Previous Employment

Previous Employment (most recent employer first). Please cover the last 10 years and state nature of business. Please ensure that any gaps in the employment history are explained, i.e. unfit to work, unemployment, caring for relatives etc. When completing dates, please include the month as well as the year.

Name of Employer:			
Address:			Postcode:
Start Date:			End Date:
Position Held:			
Summary of duties:			
Reason for leaving:			

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Address:			Postcode:
Start Date:			End Date:
Position Held:			
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Address:			Postcode:
Start Date:			End Date:
Position Held:			
Summary of duties:			
Reason for leaving:			

Section 4 - Education

Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first:

College or University	Dates attended from and to	Course	Qualifications and grades obtained
School	Dates attended from and to	Subjects	Qualifications and grades obtained

Continue on a separate sheet if necessary

Professional, Registered or Management Qualifications

e.g. CQSW, NVQ 4 RMA or LMC, RMNH, RMN, RGN, DMS, CMS, MBA

Please give details:

Professional/Registered/Management Qualifications	Course Details (To include date qualification attained and dates of course)

Continue on a separate sheet if necessary

Section 5 - Training and Development

Please give details of any training and development courses or non-qualifications courses which support your application. Include any on the job training as well as formal courses.

Title of Training Programme or Course	Duration of Course and date completed

Section 6 - Personal Statement

Abilities, skills, knowledge and experience.

Please use this section to explain in detail how you meet the requirements of the Job Specification. If you are or have been involved in voluntary/unpaid activities, please also include this information. Attach and label any additional sheets used.

Section 7 - Rehabilitation of Offenders Act (1974)

This post is offered subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check. In the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action. Information given will be completely confidential.

If you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013, please give the details below.

Section 8 - Protecting Children and Vulnerable Adults

Enhanced Checks

Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post?

Yes

No

Section 9 - Interview arrangements

Do we need to make any specific arrangements in order for you to attend the interview?

Yes

No

If yes, please give details:

Section 10 - References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your references are. References from friends or relatives are not acceptable.

Reference 1		Reference 2	
Name:	<input type="text"/>	Name:	<input type="text"/>
Position (Job title):	<input type="text"/>	Position (Job title):	<input type="text"/>
Work Relationship:	<input type="text"/>	Work Relationship:	<input type="text"/>
Organisation:	<input type="text"/>	Organisation:	<input type="text"/>
Address:	<input type="text"/> <input type="text"/> <input type="text"/>	Address:	<input type="text"/> <input type="text"/> <input type="text"/>
	Postcode: <input type="text"/>		Postcode: <input type="text"/>
Telephone:	<input type="text"/>	Telephone:	<input type="text"/>
E-mail:	<input type="text"/>	E-mail:	<input type="text"/>

Are you willing for this referee to be approached prior to the interview?

Yes

No

Are you willing for this referee to be approached prior to the interview?

Yes

No

Section 11 - Declaration

A. Relatives/Other Interests

Any candidate who directly or indirectly canvasses an employee of the Company will be disqualified from consideration for the job. The Company does not bind itself to appoint any applicant.

Are you related to or do you have a close personal relationship with an employee(s) of Securcare Ltd?

Yes

No

If yes, specify name(s), position(s) and relationship(s)

If appointed, do you have any interests or hold any appointments that may conflict with employment by the Company in the role for which you have applied?

Yes

No

If yes, please detail on a separate sheet.

B. Statement to be Signed by the Applicant

The Company is committed to an anti-fraud culture and participates in statutory anti-fraud initiatives.

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

I acknowledge that Securcare Ltd is under a duty to protect the users they supply a service to and to this end I agree that Secucare may use information provided on this form for the prevention and detection of crime and it may share this information with other bodies solely for these purposes. I hereby give consent to such collection, storage and processing of my personal data and I agree that the information given on this form may be used for data registration purposes.

I hereby certify that:

- all the information given by me on this form is correct to the best of my knowledge
- all questions relating to me have been accurately and fully answered
- I possess all the qualifications which I claim to hold
- I have read and, if appointed, am prepared to accept the conditions set out in the conditions of employment and the job description.

Signed:

Date:

(NB. Candidates selected for interview will normally be notified within four weeks of receipt of application. Unfortunately, applicants who do not hear from Securcare Ltd must conclude that their application has been unsuccessful on this occasion. Thank you for your interest in this post.

Securcare Ltd undertakes that it will treat any personal information (that is data from which you can be identified, such as your name, address, e-mail address etc) that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act (GDPR) 2018.

If you are returning this form via email, you will be asked to sign your application at interview.

RETURNING THIS FORM

By Hand or Post:

**DAINTON SELF STORAGE
COITY ROAD
BRIDGEND
CF31 1NS**

By E-Mail:

Andrew.tucker@securcare.co.uk

Enquiries:

Tel: 07730396686

Section 12 - Recruitment Monitoring Form

This sheet will be separated from your application form upon receipt and does not form part of the selection process. It will be retained by the Company purely for monitoring purposes.

Application for the post of:

To help us ensure that our Equal Opportunities Policy is fully and fairly implemented (and for no other reason) please COMPLETE THIS SECTION OF THE APPLICATION FORM.

What is your Ethnic Group?

Choose ONE section from A to E, and then tick the appropriate box to indicate your cultural background.

A. White

- White UK
- Irish
- White non-UK
- Any other White background (please give details):

B. Mixed

- White & Black Caribbean
- White & Black African
- White & Asian
- Any other Mixed background (please give details):

C. Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background (please give details):

D. Black or Black British

- Black Caribbean
- Black African
- Any other Black background (please give details):

E. Chinese or another ethnic group

- Chinese
- Vietnamese
- Any other ethnic background (please give details):

F. I do not wish to provide this information

Section 12 - Recruitment Monitoring Form continued

Gender

Male

Female

Disability

Disability is defined as “physical or mental impairment, which has a substantial and long-term adverse effect on a person’s ability to carry out normal day to day activities”.

Do you consider yourself disabled? Yes No

If yes, please give details:

Age Group

16-17

18-25

26-35

36-45

46-55

56-65

Over 65

Media

Please state where you saw this post advertised