



ARSLAN

LONDON

Address: Unit 17 Windsor Park,
50 Windsor Avenue, London.
SW19 2TJ.
Office: 0203 053 6999
Email: info@arslansecurity.co.uk

Please answer all questions
Write No or Nil if a question does not apply
Write in ink or ball point pen
Please ensure you read and sign the
Statement on page 4 / 5

This application form is for stewarding and security positions. You will be required to complete this application completely giving a full five year work or back to school history if you wish to work within a security function at events, rather than basic stewarding.

Return the Application form to this address

APPLICATION FOR EMPLOYMENT

Position Applied For	How did you hear about this vacancy?
----------------------	--------------------------------------

Surname	Title Mr Mrs Miss Ms	
Forename	Age	Date of Birth
Address	Email Address	
	Phone No.	
Post Code	Place of Birth	
Previous Address (if at present address less than 3 years)	Nationality	
	Height	Weight
Post Code	N I number _ / _ / _	
Marital Status	Do you have children/dependents? Y/N	
Religion	How Many	Present age(s)
How long at present address	Are you Owner/occupier Renting With Parents Lodging	

Person to be contacted in case of emergency		
Address Post Code	Phone No.	
	Mobile No.	
	Relationship	

In accordance with the Commission for Racial Equality's Code of Practice, please describe your ethnic origins African Asian Caribbean & West Indian Caucasian Other (please specify)

Do you have a motor vehicle/cycle? Y/N	Do you possess a full UK driving license? Y/N
If yes, How long have you held your license?	
License No.	
Give details of any endorsements or other motoring offences during the last five years	

Criminality Declaration

Have you any alleged offences outstanding against you? If yes give details in a covering letter. Convictions spent in accordance with the Rehabilitation of Offenders Act 1974 need not be revealed to the company.	State Yes or NO
Have you ever been fined, imprisoned, placed on probation, discharged on any payment of cost or had any order made against you by a criminal, civil or military court or public authority?	State Yes or NO
Are there any prosecutions pending against you?	State Yes or NO
Do you have outstanding County Court judgments for debt?	State Yes or NO

Education & Qualifications

State the name & address of the last school or college attended

Secondary School / College / University	Dates attended	Exams taken & qualifications

Do you have any Security, First Aid or Fire Fighting training/certificates?

Do you speak any foreign Languages?

Have you any relatives working for the company?

Have you previously applied for or obtained a position within this company?

Health Declaration

Please state Yes or No to the following questions

Do you have normal vision in both eyes, without glasses/contact lenses?	With glasses/lenses?
Are you colour blind?	Do you have normal hearing?
Do you suffer from high or low blood pressure?	Do you have normal sense of smell?
Do you have any history of angina or heart problems?	Do you have any weight problems?
Have you any history of nervous or mental problems?	Do you suffer from back trouble?
Do you suffer from persistent headaches or migraines?	Do you suffer from epilepsy?
Approximately, how many days have you been absent from work during the last 2 years through illness, injury, operations, physical defect or disability?	Do you suffer from bronchitis?
Do you suffer from any illness or condition which might be affected by night work? <small>If yes please provide details</small>	
Are you at present or have you during the past six months taken injections, pills or drugs prescribed by a doctor? <small>If yes please provide details</small>	
Your doctors name & address	

Please give details of 3 people, other than family and not connected with school, college or employment who have known you for at least 3 years who we may approach for character references.

Name	Name	Name
Address	Address	Address
Phone	Phone	Phone
Occupation	Occupation	Occupation
Period known	Period known	Period known

Employment History This section must be completed in full if you are applying for, or would like to progress to, a security position.

Record your full employment history for the past 5 years. Include any self-employment. Please give full addresses of the office(s) you claim, military service and any part time work. List your present or most recent job first. It is imperative that you give full postal addresses & telephone numbers of previous employers.

Your employment may be terminated if we are unable to complete your vetting.

Ref	Employers Name & Address Phone Number & Email	Position held	Employment dates	Reason for Leaving
-----	--	---------------	------------------	--------------------

E1			From To	
E2			From To	
E3			From To	
E4			From To	
E5			From To	
E6			From To	
E7			From To	
E8			From To	
E9			From To	
E10			From To	

May we approach your present employer for a reference?

Yes / No

In the case of self-employment, please give trade references or the names of 2 professional people who can confirm the details.

Name	Name
Address	Address
Phone	Phone
Occupation	Occupation

Identification & Support Documentation

You will be required to bring the following documentation with you when attending an interview

- Passport
- Driving Licence with Counterpart
- SIA Licences
- CRB Check
- Proof of Right to work in the UK
- 2 Different Utility bills as proof of address
- Your UTR number
- Training Certificates
- PCO Licence (Public Carriage Office)

Bank Details

Your wages will be paid straight to your bank account
Bank

Account Name

Branch Address

Sort Code __ / __ / __

Account No. _____

Building Society
Roll No.

Are you or have you ever been the subject of an exclusion order from a football league or Premier League football ground?

If yes please provide details

State Yes or No

DECLARATIONS

I certify that to the best of my knowledge, the information that I have given in my application for employment is true and complete and understand that any false statement or omission to the Company or its representatives may render lead to termination of employment without notice. 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 authorize the Company or its agents to approach Government agencies, former employers, educational establishments, criminal justice agencies and personal referees for information relating to and verification of my employment/unemployment record. I consent to the Company's reasonable processing of any personal information obtained for the purposes 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 Reports Act 1988, I consent to the results of such examinations to be given to the Company and authorize the Company to make a consumer information search with a credit reference agency, which will keep a record of that search and may share that information with other credit reference agencies. I further declare that any documents that I provide as proof of my identity, proof of address, proof of right to work and any other documents that I provide are genuine and give my consent for these documents to be examined under a UV scanner or similar device. I acknowledge that any falsified documents may be reported to the appropriate authority.

DATA PROTECTION ACT 1998

The Company will use the information you have given on your application form (together with any information which we obtain with your consent from third parties) for assessing your suitability for employment. It may be necessary to disclose your information to our agents and other service providers. By returning this form to the Company you consent to our processing personal data about you where this is necessary, for example information about your credit status, ethnic origin or criminal offences. You also consent to the transfer of your information to your current and future potential employers where this is necessary (this may be to companies operating abroad if you apply for work outside of the United Kingdom). Your information will be held on our computer database and/or in our paper filing systems. By signing below you agree to this process and confirm that you do not have a criminal record subject to the current Rehabilitation of Offenders Act and any amendments. 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.

DISCLOSURE

You are applying for a position of trust and in the event of being offered employment by the Company we may apply for a Disclosure. However, having a criminal record does not necessarily bar you from employment. For more information ask a member of staff for a copy of the CRB Code of Practice/Disclosure Scotland and/or Company our 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. By signing this document you allow the Company to see a copy of the Disclosure. The Disclosure information is not retained i.e. it is disposed of within the timescales recommended in the CRB Code of Practice. By signing below you agree to this process.

Form F201408

SCREENING

Any offer of employment is subject to satisfactory screening, that the applicant consents to being screened and will provide information as required. That the information provided is correct, and the applicant acknowledges that any false statements or omissions could lead to termination of employment.

Name _____ Signature _____

Date _____

Interviewers Assessment

Interviewer
Date

Admin

ID Number
Date of Joining

Comments

