

CORVUS SECURITY LIMITED 06767569

APPLICATION FOR EMPLOYMENT

PR NO: _____ (OFFICE USE)

STRICTLY CONFIDENTIAL**PERSONAL DETAILS –**

Please Complete in BLOCK CAPITAL IN BLACK INK

Date of Birth: ____/____/____ (OFFICE USE)

Title: _____ Surname _____ Forename(s) _____

EMAIL: _____ (EMAIL IS REQUIRED FOR PAYSLEIPS)

Address: _____

_____ Post Code: _____

How long have you lived at your present address? _____ years _____ months

If less than 5 years please give ALL previous addresses:

Position Applied for: _____ Home Tel No. _____ Mob No. _____

Place of Birth: _____ Nationality: _____

National Insurance Number: _____ Marital Status _____ (OFFICE USE AFTER EMPLOYMENT OFFER)

Type of Driving licence held? _____ Driving Licence No. _____

State any driving convictions in the past five years _____

	Frontline	Non Frontline	CCTV	FIRST AID / APR / PATH
SIA Licence Held				
SIA Licence Number				
SIA Licence Expiry				

Please enclose copy of one of the following identification (Tick appropriate box)

 Passport Driving Licence Birth Certificate Other _____Are you in good health? Yes No if No please give details _____

Time lost through illness/injury in the past year: _____

Are you currently receiving any medical treatment? Yes No if yes please give details: _____

Doctors Name and Address: _____

I authorise Corvus Security Ltd at any time during my employment to contact my Doctor if necessary

Name: _____ Signature: _____

EMPLOYMENT RECORD

Please show all periods of employment, self-employment and unemployment, starting with your present, in sequence over the previous **5 years or back to 16 years old**. If unemployed, state the Job centre you were registered at. If a housewife / husband and employed for any period, show this sequence with the date and address at which you lived. **(do not refer us to your CV, fill in all details below)**

TELEPHONE NUMBERS MUST BE PROVIDED

Employer or Unemployment	Dates	Position and Responsibilities	Reason for Leaving
Company Name: Address: Telephone No: Contact Name	From: To:		
Company Name: Address: Telephone No: Contact Name	From: To:		
Company Name: Address: Telephone No: Contact Name	From: To:		
Company Name: Address: Telephone No: Contact Name	From: To:		
Company Name: Address: Telephone No: Contact Name	From: To:		
Company Name: Address: Telephone No: Contact Name	From: To:		

Have you ever been dismissed for misconduct by an employer? Yes No

If yes, give date and details:

Name of Company: _____

Date: ____ / ____ / ____ Events leading to dismissal: _____

If currently employed, period of notice required by employer:

PERSONAL REFERENCES

Give the names and addresses of two persons who are not relatives, who have known you for a minimum of two years or more and who will be prepared to give you a written reference.

Personal Referees (NOT WORK)	Period known	Occupation
Name: Address: Telephone No:	From: To:	
Name: Address: Telephone No:	From: To:	

SCHOOL RECORD AND AFTER SCHOOL QUALIFICATIONS

Name and Address of School	Month / Year From:	Month / Year To:	Qualifications

READ VERY CAREFULLY

Have you ever been fined, sentenced to imprisonment, placed on probation, discharged on payment of costs or had any order made against you by a criminal, civil military court or public Authority, or is any prosecution pending? Yes No if yes please give details

Name: _____ Signature: _____
(Declaration subject to the rehabilitation of offenders act)

FOR EMERGENCY CONTACT ONLY

Name and Address of next of kin: _____

Relationship: _____ Tel. No. _____

SERVICE IN THE ARMED FORCES

Regiment/Unit

Rank Attained

Dates of Service: From: ___/___/___ To: ___/___/___

Services Conduct Record:

Services Number: _____

Reason for leaving: _____

PERSONAL REFERENCE AND EMPLOYMENT VERIFICATION



Please read this carefully before signing this application form

I understand that employment with the Company is subject to satisfactory references and security screening in accordance with BS 7858.

I undertake to co-operate with the Company in providing any additional information required to meet these criteria;

I authorise the Company and/or its nominated agent to approach previous employers, schools/colleges, character referees or Government Agencies to verify that the information I have provided is correct;

I authorise 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 understand that some of the information I have provided in this application will be held on a computer and some or all will be held in manual records.

I consent to the Company's reasonable processing of any sensitive 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 Records Act 1988, I consent to the results of such examinations to be given to the Company.

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 hereby certify that, to the best of my knowledge, the details I have given in this application form are complete and correct.

I understand that any false statement or omission to the Company or its representatives may render me liable to dismissal without notice.

SIGNATURE:.....

PRINT.....

DATE:.....

RECRUITMENT POLICY

It is the company's policy to employ the best qualified personnel and provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of race, colour, national origin, sex or marital status or disability.

Declaration:

I confirm that the information given on this form is to the best of my knowledge true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal without notice. I understand that any job offer is subject to BS7858 vetting being successfully completed within 12 weeks and that any job offers are subject to a three month probationary period.

Signature: _____ Date: ____/____/____

The Company has a statutory obligation to seek references from all previous employers, colleagues, schools, Social Security, H.M. Inspector of Taxes, Credit Checks and personal referees.

Under the data Protection Act 1998 the contents of this Application Form is confidential. Periodically customers may request to see your application and references. Please confirm consent or refusal by signing one of the statements below.

I hereby authorise the customer access to my application **I hereby refuse access to my application**

Print Name: _____ Signature _____ Print Name: _____ Signature _____

AGREEMENT TO ACCEPT NIGHT WORK

All new employees are hired on the understanding that they are able and willing to work night shifts.

1. Are you willing to work Night shifts? YES NO if no please give your reasons below:-

Print Name: _____ Signature: _____ Date: ____/____/____

Please complete this application form and return by post to:

CORVUS SECURITY LTD, Hemswell, 4 Chestnut Court, Parc Menai, Bangor, LL57 4FH

(office address is not manned and is only used for appointments and scheduled meetings, due to our busy workload)

Office Use Only

PAYMENT INFORMATION Account Number:- _____ Sort Code:- _____

Name on the account:- _____ Bank Name / Branch:- _____

R	I	SD or Job Offer

INSTRUCTIONS

1. Fill in the application form

- Make sure your personal references are not family, partners or employers.
e.g. They can be a neighbour, family friend, doctor, solicitor or other non family person who has known you for over 2 years.
- Your work references should be everywhere you have worked for at least the last 5 years or back to 16 if under 21 yrs old.
- If you run out of space for work history please add further details to the back of the form or attach an extra sheet.

2. Photocopy your driving license, the card and the paper part if it is the new type.

Or

Photocopy a utility bill in your address with your name on it (that is less than three months old)

[those over 25 a driving licence is required to drive our vehicles on events etc. You must declare any points on the application form]

3. Photocopy your SIA License (your licence will be checked by one of our team when we meet you)

4. Photocopy of Passport / Birth Certificate or work permit / visa

You will need to bring all of the ORIGINAL documents and I.D. you have copied with you to interview, if invited.

Check list

- Fill Application Form
- Photocopy Driving License or proof of I.D. at the address you live
- Photocopy any certificates that relate to your job with us e.g. first aid (if in date)
- Photocopy of SIA Licence
- Passport / Birth Certificate, work permit or visa
- Two personal reference forms, filled in by somebody who knows you for 5yrs or more but is NOT your partner or relative or ex employer

If you would prefer to scan and email the documents that is fine, please call us in advance of this so we can be ready to receive them and give you the correct email address.

For any questions you may contact us on: 0845 643 1514

Personal Reference



Return to:
Corvus Security Ltd
21C High Street
Bethesda
Bangor
Gwynedd
LL57 3AF

Dear Sir / Madam

I can confirm I have known _____ for ____years____months, I have found him/her to be :-

- Honest and trustworthy
- Reliable
- Good Interpersonal skills
- Friendly
- Polite
- Hard working

Other Comments _____

I am a: FRIEND NEIGHBOUR COLLEAGUE OTHER _____

I know of no reason that the above person should not be employed by Corvus Security Ltd.

Referee Name:- _____

Referees Address: _____

Post Code: _____

Referee Signature: _____

Date:- ____/____/____

We will call you briefly to verify the authenticity of the above reference, please provide your number below:-

Contact No: _____

Many thanks for taking the time to be a personal referee, Kind Regards Corvus Security Ltd

Personal Reference



Return to:
Corvus Security Ltd
21C High Street
Bethesda
Bangor
Gwynedd
LL57 3AF

Dear Sir / Madam

I can confirm I have known _____ for ____years____months, I have found him/her to be :-

- Honest and trustworthy
- Reliable
- Good Interpersonal skills
- Friendly
- Polite
- Hard working

Other Comments _____

I am a: FRIEND NEIGHBOUR COLLEAGUE OTHER _____

I know of no reason that the above person should not be employed by Corvus Security Ltd.

Referee Name:- _____

Referees Address: _____

Post Code: _____

Referee Signature: _____

Date:- ____/____/____

We will call you briefly to verify the authenticity of the above reference, please provide your number below:-

Contact No: _____

Many thanks for taking the time to be a personal referee, Kind Regards Corvus Security Ltd