



DUVAL SECURITY LTD



APPLICATION FOR EMPLOYMENT

CONFIDENTIAL WHEN COMPLETED

DECLARATION BY APPLICANT

I confirm all the information I give is correct, and I grant permission for references to be obtained from my previous employers, personal referees or government agencies.

I understand that any false information or deliberate omissions will disqualify me from employment and may render me liable to prosecution.

I agree that the personal data given in this document may be stored electronically for Personal/Employee purposes and may be disclosed to (a) Inland Revenue (b) DSS (c) Police (d) The Courts

SIGNED _____

DATE _____

POSITION APPLIED FOR :		SOURCE OF APPLICATION :			
Mr/Mrs/Miss/Ms	Surname :	First Name :	Previous Name :		
Address :		Previous Address (if less than 5 years)			
Telephone No :		Married	Single	Divorced	Children :
Date of Birth:	Place:	National Insurance No :			
In accordance with the Commission for Racial Equality's Code of Practice please describe your ethnic origins (circle as applicable) AFRICAN / ASIAN / CARIBBEAN & WEST INDIAN / CAUCASIAN / BRITISH BLACK / OTHER					
Do you own a car or motorcycle ?	YES	NO	Next of Kin :		
Do you hold a current licence ?	YES	NO	Relationship :		
Do you have endorsements ?	YES	NO	Address :		
Driving Licence No :					
How long have you been driving ?	YEARS	Emergency Telephone No:			

S.I.A. LICENCE NUMBER:	EXPIRY DATE:
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BANK DETAILS	
Bank /Building Society Name:	Account Holders Name:
Address:	Sort Code:
	Account Number:
	Roll Number:

Have you or any relatives or friends been owners, partners, investors, managers or any other position past or present within the security industry at any time? YES/NO If yes, please list all details below

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EQUAL OPPORTUNITIES

The Company is an equal opportunity employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, handicap, marital status, creed, colour or ethnic origin, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. Selection criteria and procedures are frequently reviewed to ensure individuals are selected and treated on the basis of their relevant skills and abilities. To ensure that this policy is fully and fairly administered would you please provide the following information.

I would describe my religion as: _____

I would describe my ethnic origin as: _____

DECLARATION

I certify that the information given is correct and complete to the best of my knowledge. I acknowledge that **any false or misleading information** provided on this form shall constitute misconduct, sufficient to warrant **termination of employment**. I understand that my appointment shall be initially for a probation period not exceeding 16 weeks. I hereby authorise the company to seek reference information based on the information supplied herein.

I understand that the SIA Licence and associated training requirements are my responsibility, and whilst the company may assist me with training costs, I am liable to refund these costs to the company, and hereby authorise such deductions to be made from my wages.

I agree that the Company may require me to undergo a medical examination in order to determine fitness for duties.

I hereby declare that I am willing to opt out of the Working Time Directive 1998 , and where necessary work in excess of 48 hours per week.

telephones/mobiles/computers/internet excess) without Senior Management/Client authority, and to do so would render me liable to any costs incurred therein, and disciplinary action which may result in immediate dismissal.

I will return any uniform, clothing, ID cards and equipment should I leave the Company, and administration/dry cleaning costs may be raised in my final salary.



REFERENCES

May we approach your present employer for a reference now YES / NO

In the case of periods of self employment please give the names and addresses of someone who can confirm these dates ie, Accountant, Solicitor

Name :	Name :
Address :	Address :

EDUCATION

Name of School/College:	Qualifications:
Year left:	

PERSONAL REFEREE

Please give the name, address and occupation of two persons who have know you for the past five years and who are not relatives or past employers.

Name :	Name :
Address :	Address :
Occupation:	Occupation:
Telephone Number of Referee 1	
Telephone Number of Referee 2	

CRIMINAL OFFENCES

Have you ever been charged, cautioned or convicted of a criminal offence ? YES / NO

(Which is not a spent conviction under the Rehabilitation of Offenders Act 1974)

If YES please state the offence :

I declare that I have never been charged, cautioned or convicted or sentenced to imprisonment, placed on probation, discharged on payment of costs, or had any order made against me by, a criminal, civil or military court or public authority.

WARNING

You are warned that exhaustive checks will be made into the information which you have supplied on your application, this can include of a full check of your personal details held on the National Police Computer.

SIGNATURE : _____ **DATE :** _____

