



Application for Employment

Confidential When Completed

PLEASE ENSURE THAT YOU READ AND UNDESTAND THE "JOB APPLICANT PRIVACY NOTICE" PRIOR TO COMPLETING THIS APPLICATION FORM

CONSENT TO PROCESS PERSONAL DATA

I give consent to Duval FM Limited to process the data I have provided as part of my application for employment and confirm that it is true and complete to the best of my knowledge.

THIS SECTION MUST BE COMPLETED TO PROGRESS YOUR APPLICATION

NAME		SIGNATURE		DATE	
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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

SIGNATURE		DATE	
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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 :		Email Address:	
Mobile Telephone No:		Are you legally entitled to work in the UK? (Yes or No)	
Date of Birth:	Place of Birth:	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	SIA LICENCE No	
Do you hold a current licence ?	YES	NO	LICENCE TYPE	
Do you have endorsements ?	YES	NO	EXPIRY DATE	
Driving Licence No :				
How long have you been driving ?	YEARS			

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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EMPLOYMENT HISTORY

Record your total employment history, include details of any self-employment, unemployment, military service and part time work
Ensure full addresses and dates are given. If there are any periods of unemployment give the address of the unemployment benefit office you reported to. Give details of your present or most recent employment first, then your preceding employment going back **TEN** years.

Employer's full name, address, telephone & email	Position held	Wage	Employment dates	Reason for leaving	OFFICE USE
			From To		Out In
			From To		Out In
			From To		Out In
			From To		Out In
			From To		Out In
			From To		Out In
			From To		Out In
			From To		Out In
			From To		Out In



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REFERENCES

May we approach your present employer for a reference now

YES		NO	
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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 No:	Telephone No:
Email Address:	Email Address:

CRIMINAL OFFENCES

Have you ever been charged, cautioned or convicted of a criminal offence ?

YES		NO	
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(Which is not a spent conviction under the Rehabilitation of Offenders Act 1974)

If YES please state the offence :

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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	
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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 & AGREEMENT

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.

I understand and agree that I may NOT use Company or client equipment (including 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 understand that payment for any training shifts carried out during my 16 week probationary period will be deducted from my final wage should my probationary period fail for any reason. Furthermore, I understand that should I attend training shifts at an assignment and thereafter refuse to work at that assignment then I will not be entitled to any payment for attending the training shift/s.

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

SIGNATURE		DATE	
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FOR OFFICE USE ONLY

INTERVIEW DATE		INTERVIEWED BY	
INTERVIEW LOCATION		INTENDED SITE	

SECURITY EXPERIENCE? YES NO

IF EXPERIENCED - TYPE OF EXPERIENCE

STATIC	<input type="checkbox"/>	GATEHOUSE	<input type="checkbox"/>	RETAIL	<input type="checkbox"/>
CCTV	<input type="checkbox"/>	MOBILE PATROL	<input type="checkbox"/>	CONTROL ROOM	<input type="checkbox"/>
CONSTRUCTION	<input type="checkbox"/>	DOOR SUPERVISOR	<input type="checkbox"/>	TRANSPORT	<input type="checkbox"/>

APPROPRIATE TRAINING

NVQ	<input type="checkbox"/>	SITO	<input type="checkbox"/>	FIRST AID	<input type="checkbox"/>
IT (COMPUTER)	<input type="checkbox"/>	FIRE	<input type="checkbox"/>	OTHER	<input type="checkbox"/>

OWN TRANSPORT

MOTOR CAR	<input type="checkbox"/>	MOTORBIKE	<input type="checkbox"/>	CYCLE	<input type="checkbox"/>	OTHER	<input type="checkbox"/>
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GENERAL IMPRESSION

INTERESTED / KEEN	1	2	3	4	5	1 - EXCELLENT 2 - GOOD 3 - AVERAGE 4 - FAIR 5 - POOR
TOOK ACTIVE PART IN INTERVIEW	1	2	3	4	5	
WORK HISTORY	1	2	3	4	5	
SMARTNESS / APPEARANCE	1	2	3	4	5	
PUNCTUALITY	1	2	3	4	5	

COMMENTS

OVERALL IMPRESSION EXCELLENT VERY GOOD GOOD POOR

OFFER JOB YES NO

INTERVIEWER SIGNATURE		DATE	
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DUVAL FM Ltd - THE SURGERY, THE WHITTLE ESTATE, CAMBRIDGE ROAD, WHETSTONE, LEICS, LE8 6LH
personnel@duvalsecurity.co.uk
Telephone No. 0800 136 236

Job Applicant Privacy Notice (compliant with GDPR)

As part of any recruitment process, Duval FM Ltd collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information do we collect?

Duval FM Ltd collects a range of information about you.

This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK;
- Information about your SIA Licence and your right to work in the Security industry

Duval FM Ltd may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does Duval FM Ltd process personal data?

We need to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you.

In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.

Duval FM Ltd has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

Duval FM Ltd may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, Duval FM Ltd may keep your personal data on file in case there are future employment opportunities for which you may be suited. We will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks.

How does Duval FM Ltd protect data?

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does Duval FM Ltd keep data?

If your application for employment is unsuccessful, the organisation will hold your data on file for no longer than 3 (three) months after the end of the relevant recruitment process. If you agree to allow us to keep your personal data on file, at the end of that period, or once you withdraw your consent, your data is deleted or destroyed. You will be asked when you submit your CV whether you give us consent to hold your details for the full 3 (three) months in order to be considered for other positions or not.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based) and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

Your rights

As a data subject, you have a number of rights.

You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where Duval FM Ltd is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact Andrew Stone – astone@duvalfm.co.uk

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to Duval FM Ltd during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

Candidate Consent and GDPR Notice

Consent to Process My Verification Data

I give consent to my employer Duval FM Limited and/or CYS Online Limited to process the data I have provided as part of my vetting and screening application and confirm that it is true and complete to the best of my knowledge.

I give consent for my data to be passed from my employer and/or CYS Online Limited to Equifax PLC to enable them to complete the required checks requested as part of my vetting and screening application:

Consented Checks

Credit Worthiness	(Yes/No)
Identity Verification	(Yes/No)
Anti-Money Laundering	(Yes/No)
Sanctions File Checks	(Yes/No)
Global Watch List Media Search	(Yes/No)

I have been given and have read the GDPR Privacy notices from both my employer Duval FM Limited and CYS Online Limited and I am aware of my rights under the GDPR Regulations.

What we do with your data under GDPR 2016

CYS Online Ltd will pass your data to its contracted UK Credit Reference Agency Equifax PLC. <https://www.equifax.co.uk/crain>.

Data Protection and GDPR

By returning this form to us you consent to our processing sensitive personal data about you where this is necessary, for example information about your credit status, whether you have current or previous CCJ's, bankruptcies or insolvencies. Whether you are present on any Global Sanctions lists. This search will leave a footprint on your credit file at Equifax PLC. You have the right to contact Equifax PLC and request this is amended or removed.

You also consent to the transfer of your information back to your current employer.

Your data will be held on our computer databases (<https://passtechnology.com>) and in our paper filing systems whilst it of use to us. You have full rights under the GDPR 2016 Regulations and we have provided a link below to these rights.

<https://www.cysonline.co.uk/Privacy/>

Please sign and date below if you consent to the requested checks and also to confirm that you have been provided with and have read the CYSO Online Privacy Notice.

If you have any concerns in regards to how CYS Online Limited will process your data please speak with your Employer or contact us on : 01924 493353

Applicant Name: _____

Applicant Signature: _____

Date of birth: _____

Date _____

Candidate Consent and GDPR Notice

Consent to Process My Reference Data

I give consent to my employer Duval FM Limited and/or CYS Online Limited to process the data I have provided as part of my vetting and screening application and confirm that it is true and complete to the best of my knowledge.

I give consent for my data to be passed from my employer and/or CYS Online Limited to those referee's as provided in writing as part of the screening and vetting application and during the ongoing process of vetting and screening until completed or ended and not after.

Consented Checks

References via referees provided in writing or verbally (Yes/No)

I have been given and have read the GDPR Privacy notices from both my employer Duval FM Limited and CYS Online Limited and I am aware of my rights under the GDPR Regulations.

What we do with your data under GDPR 2016

CYS Online Ltd will validate by direct contact and issue references to all referee's provided in writing and verbally as part of the ongoing screening and vetting process until completed or ended and not after.

Data Protection and GDPR

By returning this form to us you have consented to us requesting references to include: Employment, Education, Self-Employment, DWP and HMRC, Personal and Documentary evidence to cover any unaccounted periods in your applicable history. You also consent to the transfer of your information back to your current employer.

Your data will be held on our computer databases (<https://passtechnology.com>) and in our paper filing systems whilst it of use to us. You have full rights under the GDPR 2016 Regulations and we have provided a link below to these rights.

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Applicant Name: _____

Applicant Signature: _____

Date of birth: _____

Date _____