



AXIEN SECURITY LTD

Application for Employment

April 2016
(ASLHR 002)



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INSTRUCTIONS FOR COMPLETION

- Please complete in black ink and use BLOCK CAPITALS.
- Please complete thoroughly and accurately.
- Any questions that are no applicable, please mark N/A rather than leaving it blank.
- The final declaration must be signed and dated.
- Remember, the answers given form the basis for any subsequent contract of employment.
- Return the completed form to the interviewer.

Applicants Surname_____ **First Name (s)**_____



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POSITION APPLIED FOR:

APPLICATION DATE:

Surname:		Forename (s):		Title:											
<u>Contact Information:</u>			<u>Personal Information:</u>												
Home Phone #:			N.I. Number:												
Mobile Phone #:			<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>												
E-mail address:															
Address history for the last FIVE (5) years': (Please use additional sheets if necessary, leaving no gaps in the last five years)															
<u>Current Address:</u>			Nationality:												
			Do you require a work permit to authorize you to work in this country?												
			Yes/No												
Postcode:			Would you have to move from home if offered this job?												
Time at address: Month (s) Year (s)			Yes/No												
<u>Previous Address:</u>			<u>Next of Kin Information:</u>												
			Name & Relationship:												
Postcode:			Home Phone Number:												
Time at address: Month (s) Year (s)			Mobile Phone Number:												
			Address:												
			Postcode:												



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Five year employment/education history: *****IMPORTANT*****

- Please provide **full and accurate information** so that **BS7858: 2012** vetting can be completed smoothly. Ensure you provide details of any gaps in employment.
- Successful confirmation of employment history is a requisite to any full employment and we may require documentary evidence of previous employment.

Dates MM/YYYY	Employer	Position Held	Reason for leaving
From: To:	Name: Address: Telephone: E-mail Contact name:		

Explain gap is any:

From: To:	Name: Address: Telephone: E-mail Contact name:		
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Explain gap is any:

From: To:	Name: Address: Telephone: E-mail Contact name		
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Explain gap is any:



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Dates MM/YYYY	Employer	Position Held	Reason for leaving
From: To:	Name: Address: Telephone: E-mail Contact name:		
Explain gap is any:			
From: To:	Name: Address: Telephone: E-mail Contact name:		
Explain gap is any:			
From: To:	Name: Address: Telephone: E-mail Contact name		
Explain gap is any:			
Please continue on an additional sheet if necessary			



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Education and Training History

Please provide details of establishments attended and qualifications achieved.

Dates MM/YYYY	Establishment	Qualification	Grade Achieved
From: To:	Name: Address: Telephone: E-mail Contact name:		

Explain gap is any:

From: To:	Name: Address: Telephone: E-mail Contact name:		
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Explain gap is any:

From: To:	Name: Address: Telephone: E-mail Contact name:		
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Explain gap is any:

Please continue on an additional sheet if necessary



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Personal References *****IMPORTANT*****		
<ul style="list-style-type: none">• Please give the contact details of three people who have known you for at least 5 years.• These must NOT be relatives, anybody residing at your current address or former employees• Please provide accurate contact information and inform them that they will be contacted to provide a character reference.		
Referee Details	How long have they known you?	Relationship to you?
Name: Address: Telephone: E-mail:		
Name: Address: Telephone: E-mail		
Name: Address: Telephone: E-mail		



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Do you have a current driving license? Yes/No		Driver No:
Date of issue:		Date of expiry:
State: Car/Van/Lorry/Bus/Other:		
Have you driven any vehicle with a previous employer? Yes/No		
Have you been convicted of any driving offence (within or outside the UK) within the last ten years? Yes/No If 'yes', please give full details:		
Do you smoke? Yes/No	Do you exercise at least once a week? Yes/No If no, how often do you exercise?	
Do you take non-prescribed drugs? Yes/No		
Do you have any other commitments, which may limit your working hours? (E.g. Judicial, military or local government) If so, please provide details:		
Do you have any other part-time jobs or other gainful employment? If so please provide details:		
Height:	Weight:	Are you registered disabled? If so, please provide disability number and expiry date:
Do you consider yourself physically capable of carrying out the duties this position will require? Yes/No		
Are you colour blind?		Yes/No
Do you wear glasses / contact lenses?		Yes/No
Are you capable of ascending two flights of stairs and still able to hold a conversation?		Yes/No
Do you have sufficient physical strength to perform your duties?		Yes/No
Do you have any concerns about the physical aspect of the job? If so, please state:		
Please detail any major illness during the last ten years, or any illness which has caused you to have more than three days off work in the last 2 years:		
When would you be available for interview:		If offered a position, when could you start?



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Have you ever been fined, sentenced to imprisonment, placed on probation, discharged on payment of costs, or had any other order made against you by a criminal or military court, or public authority, or is any action pending against you? This is to include details of bankruptcy proceedings or court judgments for debt.

Yes/No (If “Yes” , give details)

Additional Information

Please provide any further information required here e.g. previous addresses or additional work history



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PLEASE READ THIS SECTION CAREFULLY BEFORE SIGNING THIS INFORMATION FORM:

DECLARATIONS

I understand that employment with Axien Security Limited is subject to satisfactory references and security screening in accordance with BS 7858.

I undertake to cooperate with Axien Security Limited and/or their appointed agents in providing any additional information required to meet these criteria. By signing the declaration below, I hereby give authority to Axien Security Limited and/or their appointed agents to take up references from previous employers, schools, colleges, universities, character references, personal referees, professional referees and Governmental Agencies to verify that the information I have provided is correct. The signed declaration also authorizes Axien Security Limited or their appointed agents to make a consumer information search with a credit reference agency.

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

I hereby give consent to the 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 Axien Security Limited. Subject to the Medical Access Records Act, 1988, I consent to the results of such examinations to be given to Axien Security Limited.

I understand and agree that if so required, I will make a statutory declaration in accordance with the provision of the Statutory Declarations Act 1835, in confirmation of discrepancies or unverifiable statements made in this application.

I hereby apply for the position of: _____

I declare that the particulars given in this form are true and accurate to the best of my knowledge. I acknowledge that misrepresenting the facts on this form constitutes grounds for immediate dismissal.

Name: _____

Signed: _____

Date: _____



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Interviewer's Checklist

Check documents as proof ID in accordance with the table on page 11. You will need to see one document from section 1 or two documents from section 2. Mark the table on page 11 with **X** against the documents seen.

Take photos or copies of ID documents*

Check proof of address in accordance with the table on page 11. You will need to see one document from group 1 or two documents from group 2. Mark the table on page 11 with a **XX** against the documents seen. These should be entirely different documents than those used to verify the applicants ID. A utility bill is the most suitable as it must be sent to the address at which the utility is being provided. If it is addressed to the applicant at that address, it is taken as proof that the applicant resides at that address.

Take photos or copies of proof of address documents*

If the applicant has stated that they need a work permit or visa to work in this country, check the document carefully to satisfy yourself that it is a genuine permit or visa. Mark the table on page 11 with a **XXX** against the work permit/visa entry.

Take photos or copies of the work permit or visa*

Check the application form has been completed correctly, it is signed and all entries are clear and legible. If necessary, obtain further information to clarify the applicants entries and add that information to the application form i.e. notes in the margins.

Check the form contains all the necessary information required for BS7858 screening. Mistakes here mostly arise from bad handwriting or using abbreviations. The best time to get these sorted is right now.

- Check that the combination of previous employers and school colleges provides an unbroken five (5) year history. Ask the applicant what they were doing during those periods over 31 days, and make a note of it. Ensure that there are at least two (2) character referees covering any gap.
- Check that the character referees given have known the applicant for the last five (5) years. If not, get more referees. Make sure the applicant tells their referees that they will be contacted to give references.
- Check the schools and colleges information. If there is a gap of more than two (2) months since the applicant left full time education, this is a gap and further information is required (except for students leaving at the end of the summer term, in which case the period is extended to 1 November of that year).

Check that the letter of authority has been completed properly.

I confirm that the letter of authority was signed in my in my presence by the applicant. **Yes/No**

RECOMMENDATION

- Employ subject to satisfactory screening Start date required: _____
- Employ subject to satisfactory screening. Add to casual list temporarily
- Do not employ

Reason:

Signed:

Date:



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Appendix A – List of documents that can be used to verify an identity

Group 1

- Valid Passport (any nationality)
- UK driving licence (either photo card or paper)
- Original UK Birth Certificate (issued within 12 months of date of birth) [Full or short form acceptable]
- Valid photo identity card (EU countries only)
- UK Firearms Licence

Group 2

- Marriage certificate
- Non Original UK Birth Certificate (issued within 12 months of date of birth) [Full or short form acceptable]
- P45/P60 statement*
- Bank or Building Society statement*
- Utility bill (electricity, gas, water, telephone [including mobile phone contract/bill])
- Valid TV licence
- Credit card statement*
- Store card statement*
- Mortgage statement**
- Valid insurance certificate
- Correspondence or a document from: The Benefits Agency; The Employment Service; The Inland Revenue; or a local authority*
- Financial statement (e.g. pension, endowment, ISA)**
- Valid vehicle registration document
- Mail order catalogue statement*
- Court summons**
- Valid NHS card
- Addressed payslip*
- National insurance number card
- Exam certificate (e.g. GCSE, NVQ)
- Child benefit book**
- Connexions card
- Certificate of British Nationality
- Work permit / visa**



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P46 (Short)

Instructions for employees

As a new employee your employer needs the information on this form before your first payday to tell HMRC about you and help them use the correct tax code. Fill in this form then give it to your employer. **Do not send this form to HMRC.**

Employee's personal details

Last name or family name

First name(s)

Are you male or female? Male Female

Date of birth

Home address

Address line 1

Address line 2

Address line 3

Address line 4

Postcode
(if your address is in the UK)

National Insurance number

Employee statement

You need to tick only **one** of the following statements **A**, **B** or **C**.

A - This is my first job since last 6 April and I have not been receiving taxable Jobseeker's Allowance, Employment and Support Allowance, taxable Incapacity Benefit, State Pension or Occupational Pension.

B - This is now my only job but since last 6 April I have had another job, or received taxable Jobseeker's Allowance, Employment and Support Allowance or taxable Incapacity Benefit. I do not receive a State Pension or Occupational Pension.

C - As well as my new job. I have another job or receive a State Pension or Occupational Pension.

Have you left a course of UK higher education before last 6 April and received your first UK Student Loan instalment on or after 1 September 1998 and not fully repaid your Student Loan? Yes No

Are you repaying your UK Student Loan by agreement with the UK Student Loans Company to make monthly payments through your bank or building society account? Yes No



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Personal Bank Details

Name:.....

Bank Name	
Branch	
Branch Address	Post Code:
Sort Code	
Account Number	
Account Name	