

**Spears Worldwide Security Ltd Application Form**  
**STRICTLY CONFIDENTIAL**



**PLEASE COMPLETE IN BLOCK CAPITALS USING BLACK INK**

Title Mr/Mrs/Ms/Other .....

First Names: ..... Surname: .....

Maiden/Former name (list all previous first names and surnames): .....

Current address: .....

..... Post code: .....

State ALL previous addresses where you have lived for the past six years, use a separate sheet if needed:

..... Post code: ..... Dates: .....

..... Post code: ..... Dates: .....

..... Post code..... Dates: .....

Home Tel ..... Mobile: .....

E-mail: ..... Nationality: ..... Marital status: .....

National Insurance No: ..... Date of birth: .....

Preferred shifts: Week Days [ ] Week Nights [ ] Weekend Days [ ] Weekend Nights [ ]

Do you hold a current SIA licence? Yes [ ] No [ ] Type: .....

SIA licence number: ..... Expiry date: .....

Are you subject to Immigration Control? Yes [ ] No [ ]

If yes, do you have an unrestricted entitlement to take up employment in the UK? Yes [ ] No [ ]

Have you, ever been fined, cautioned, sentenced to imprisonment or placed on probation for a criminal act (subject to the Rehabilitation of Offenders Act)? Yes [ ] No [ ]

Are there any alleged offences outstanding against you? Yes [ ] No [ ]

If yes to either question please give details on a separate sheet.

Have you ever been made bankrupt or have any Court Judgements against you, whether satisfied or not, within the last 6 years? Yes [ ] No [ ]

Has any order been made against you by a Civil or Military Court or Public Authority? Yes [ ] No [ ]

If yes give details .....

Bank Account No: ..... Sort Code: ..... Roll No: .....

Name of Bank: ..... Name of Account Holder: .....

**Person to be Contacted in an Emergency / Next of Kin**

Name: ..... Relationship: .....

Address: .....

Their Work No: ..... Their Home No: .....

**Spears Worldwide Security Ltd SIA Application form (Continued)**

**EMPLOYMENT RECORD**

Starting with your last or present employer, give details of your employment history for the last 5 years, including details of full time education if it falls within that period. Include periods of self-employment and military service.

For any periods of unemployment give the address of the DWP Office to which you reported or the name of a person (not a relative) who can confirm your whereabouts. Continue on a separate sheet if necessary.

IF YOU DO NOT WISH US TO CONTACT YOUR CURRENT EMPLOYER PLEASE TICK HERE [  ]

<b>Name and full address of current employer or name of Job Centre/DWP Office</b>	<b>Details</b>	<b>Unemployment/employment dates</b>
Name:	Position held:	Month/Year
Address:	Reporting to:	From: /
	Reason for leaving:	To: /
Telephone no:		
<b>Name and full address of previous employer or name of Job Centre/DWP Office</b>	<b>Details</b>	<b>Unemployment/employment dates</b>
Name:	Position held:	Month/Year
Address:	Reporting to:	From: /
	Reason for leaving:	To: /
Telephone no:		
<b>Name and full address of previous employer or name of Job Centre/DWP Office</b>	<b>Details</b>	<b>Unemployment/employment dates</b>
Name:	Position held:	Month/Year
Address:	Reporting to:	From: /
	Reason for leaving:	To: /
Telephone no:		
<b>Name and full address of previous employer or name of Job Centre/DWP Office</b>	<b>Details</b>	<b>Unemployment/employment dates</b>
Name:	Position held:	Month/Year
Address:	Reporting to:	From: /
	Reason for leaving:	To: /
Telephone no:		

**Spears Worldwide Security Ltd SIA Application Form (Continued)**

**Education** State name and address of schools attended from age 11.

Secondary School Attended	Dates	Any Qualifications Gained	Month / Year
Further Education College Attended	Dates	Any Qualifications Gained	Month / Year
Other Qualifications Gained eg First Aid Certificate, CSCS card			
College or Training Company	Date of course	Qualification Gained	

**Personal references**

Give the name and address of two people, who have known you well for at least five years, are still in contact with you and who will provide a written reference. They should not be a previous employer, relative or resident at the same address as yourself.

Name.....

Name.....

Address.....

Address.....

.....

.....

.....

.....

Post Code: .....

Post Code: .....

Tel No .....

Tel No .....

Occupation.....

Occupation.....

How long known .....

How long known .....

Do you hold a current full / provisional\* driving licence? Yes [ ] No [ ] (\*Delete as appropriate)

State any driving convictions in the past five years, continue on separate sheet if necessary .....

**Health and Safety Information.** Please provide the information requested below:

Vision: good / average / poor      Colour blind: Yes / No      Vest Size.....

Sense of smell: good / average / poor      Hearing: good / average / poor

**DISCLOSURE**

You are applying for a position of trust and in the event of being offered employment by Spears Worldwide Security Ltd, 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 DBS Code of Practice / Disclosure Scotland Code of Practise and / or our Company 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 Spears Worldwide Security Ltd 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 DBS Code of Practice. By signing below you agree to this process.

Applicant name: ..... NI number: .....

Applicant signature: ..... Date: .....

**Spears Worldwide Security Ltd SIA Application Form (Continued)**

**SECURITY SCREENING AND DECLARATIONS**

I understand that any offer of employment is subject to satisfactory screening. I consent to being security screened and will provide information as required.

I certify that to the best of my knowledge, the information that I have given in my application for employment is true and complete. I understand that any false statement or omission to Spears Worldwide Security Ltd or its representatives may 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 authorise Spears Worldwide Security Ltd 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 Spears Worldwide Security Ltd. Subject to the Access to Medical Reports Act 1988, I consent to the results of such examinations to be given to Spears Worldwide Security Ltd.

I authorise Spears Worldwide Security Ltd to make a consumer information search with a credit reference agency, which may keep a record of that search and may share that information with other credit reference agencies.

I 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.

I am aware that by signing this document I am bound by the Spears Worldwide Security Ltd Code of Confidentiality, this includes but is not limited to information regarding operatives, customers, suppliers, contractors, agency staff, and all other information regarding Spears Worldwide Security Ltd.

**GENERAL DATA PROTECTION REGULATION 2018**

Spears Worldwide Security takes the privacy of your data very seriously and complies with the GDPR 2018. We 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. Further information on what data we hold, how we process it and the legal basis for holding it is available in our Privacy Notice.

During the recruitment and/or vetting process it may be necessary to disclose your information to our agents and other service providers. Further information on what data we share and who we share it with is available in our Privacy Notice.

Your data may be held electronically and /or in our paper filing systems. You have the right to see the data we hold for you, and to amend any inaccuracies.

I confirm that I have read and understood the Spears Worldwide Security Privacy Notice.

Applicant name: ..... NI number: .....

Applicant signature: ..... Date: .....

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**Office use only**

I have checked the details of this application form and confirm that all information is complete and correct, to the best of my knowledge.

Print Name: ..... Sign: .....

(Interviewer or Screening Officer)

Date: .....