



ZED SECURITY & GUARDING LIMITED

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JOB APPLICATION FORM

Please complete this application for in as much detail as possible. Please WRITE or TYPE clearly, preferably using block capital letters. There are GUIDELINES on the last page to help you. Once completed please return to us via email.

Vacancy title:

Please tell us how you heard about this vacancy:

Personal details

Last name:

First name:

Address:

Postcode:

Home Telephone No.

Daytime Contact No.

E-mail address:

National Insurance No.

Driving Licence

Do you hold a full, clean driving licence valid in the UK?

Yes

No

Driving licence Number:

Do you have any points on your licence, if so please detail:

REFERENCE	AF0001.20	ISSUE DATE	04 2020
VERSION	01	AUTHOR	JB

SIA Licence (if applicable)

Do you have an/any SIA licence/s, if YES please detail the type/s, licence number/s and expiry date/s:

Has your SIA licence ever been suspended? If YES please detail the reasons and reinstated date:

2. Preferred hours

Please mark

Hours per week: 1 - 16 17 – 40 40+

We like our employees to be able to work flexibly across the week, and therefore need to know when other commitments mean you could not be available to work:

Please tick when you are **unavailable**:

	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
Morning							
Afternoon							
Evening							

3. Education/Qualifications

School (11+)	Study dates	Qualification and Grade	Date obtained
College/University	Study dates	Qualification and Grade	Date obtained

REFERENCE	AF0001.20	ISSUE DATE	04 2020
VERSION	01	AUTHOR	JB

Ongoing Professional Development	Study dates	Qualification and Grade	Date obtained

Other Training and Development

Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application (if applicable).

Training Course	Course Details (including length of course/nature of training)

Current Membership of any Professional Body/Organisation

Please give details:

REFERENCE	AF0001.20	ISSUE DATE	04 2020
VERSION	01	AUTHOR	JB

Next of Kin

Please give details of who we should contact in case of emergency:

Name:

Relationship to you:

Tel:

Email:

4. Employment history (PAST FIVE YEARS).

Previous employment: Please include any previous experience (paid or unpaid), starting with the most recent first. For security we will need the past five years employment record.

Current or most recent employer

Name of employer:

Address:

Postcode:

Position held:

Date started:

Leaving date:

Reason for leaving:

Salary on leaving this post:

Contact name of line manager for reference (YES/NO):

Brief description of duties:

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REFERENCE	AF0001.20	ISSUE DATE	04 2020
VERSION	01	AUTHOR	JB

Previous employer

Name of employer:

Address:

Postcode:

Position held:

Date started:

Leaving date:

Reason for leaving:

Salary on leaving this post:

Contact name of line manager for reference (YES/NO):

Brief description of duties:

Previous employer

Name of employer:

Address:

Postcode:

Position held:

Date started:

Leaving date:

Reason for leaving

Salary on leaving this post:

Contact name of line manager for reference (YES/NO):

Brief description of duties:

REFERENCE	AF0001.20	ISSUE DATE	04 2020
VERSION	01	AUTHOR	JB

5. Information in support of your application

Skills, abilities and experience

Please use this section to demonstrate why you think you would be suitable for the post. Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities. Attach and label any additional sheets used. See guidance sheet for further information.

6. Convictions/ Disqualifications

A criminal record will not necessarily be a bar to obtaining a position with us. If a check is returned and reveals any information, this will be discussed with the applicant.

Rehabilitation of Offenders Act 1974 (Exceptions)(Amendment) Order 1986

Please provide details below if you have been convicted of a criminal offence or been the subject of a conditional discharge or probation order. (Past criminal proceedings are not necessarily an obstacle to taking up a post. This occurs only where the offence/s is/are deemed relevant. Any details will be discussed with you should you be the successful candidate based on your supporting statement, interview and tests).

7. Reasonable adjustments/Arrangements for interview

Are you subject to any conditions relating to your employment in this country?

YES/NO

If "yes" please use the space below to tell us what these are?

REFERENCE	AF0001.20	ISSUE DATE	04 2020
VERSION	01	AUTHOR	JB

If you need us to make any adaptations for your interview to accommodate any disability you may have please tell us what these should be?

References

Please give the detail of **TWO** references; one should be a character reference and another an employer reference – see guidance sheet for further information.

Name of referee
and relationship to
you:

Address:

Postcode:	
Email:	Tel:

Name of referee
and relationship to
you:

Address:

Postcode:	
Email:	Tel:

Declaration

Statement to be signed by the applicant

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

I agree that we (the company) can create and maintain computer and paper records of my personal data, and that this will be processed and stored in accordance with the Data Protection Act 1998.

I agree to a personal credit check for vetting purposes to BS7858

I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.

SIGNED (if returning via email please type your name):

DATE:

If appointed when could you start? Give period of notice if applicable:

REFERENCE	AF0001.20	ISSUE DATE	04 2020
VERSION	01	AUTHOR	JB