

Application Form

Your Security Screening **Cannot** begin if you fail to fully complete all relevant areas of this application form

Personal Information:

Title (Circle): Mr / Mrs / Miss / Ms / Other (Please State):

Forename:..... Surname:.....

Surname at Birth: (If different from the above)

Known by any previous Firstnames/Surnames or Aliases

Date of Birth Telephone:.....

Mobile:..... Email Address:.....

Date and Place of entry into UK:.....

Nationality:..... National Insurance Number:.....

Work Permit:..... Passport Number:.....
(If applicable)

SIA License Number:..... SIA EXP

Full 5 Year Address History. There can be no unconfirmed gaps detailed below.

- 1) Address
..... Postcode:..... From (Month/Year) /..... to Present
- 2) Address
..... Postcode:..... From (Month/Year) /..... To (Month / Year) /.....
- 3) Address
..... Postcode:..... From (Month/Year) /..... To (Month / Year) /.....

PLEASE CONTINUE ON A SEPEARATE PIECE OF PAPER IF YOU HAVE LIVED AT MORE ADDRESSES IN THE LAST 5 YEARS

Consented Person to contact in case of emergency/Consented Next of kin:

Relationship to next of kin:.....

Name:.....

Address:.....
.....

..... Postcode:.....

Telephone:..... Mobile:.....

Driving:

Type of Driving License: Full / Provisional / None Own Transport: Car / Motorbike / None

License Number:..... Have you ever been disqualified? Yes / No

Any Motoring offences/convictions? Yes / No – If yes, please provide description of your offence/s

below.....

Criminal Convictions:

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

Have you, ever been made bankrupt or have any County 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 to either questions give details

5 Year Employment / Unemployment History: *Using the sections provided below, state all periods of employment, unemployment, self-employment and Any periods of long term leave from the Country (Over 31 Days) for the last 5 years or since leaving school. For any periods of unemployment, state the address of the Unemployment Benefit Office at which you reported. Start with present situation. **There can be no unconfirmed gaps detailed below.***

PRESENT/ MOST RECENT

EMPLOYER NAME	
ADDRESS & POSTCODE	
MANAGER NAME	
TELEPHONE NUMBER	
EMAIL ADDRESS	
WEBSITE ADDRESS	
JOB ROLE/ POSITION	
SALARY	
START DATE (MM/YYYY)	
END DATE (MM/YYYY)	
REASON FOR LEAVING	

PREVIOUS

EMPLOYER NAME	
ADDRESS & POSTCODE	
MANAGER NAME	
TELEPHONE NUMBER	
EMAIL ADDRESS	
WEBSITE ADDRESS	
JOB ROLE/ POSITION	
SALARY	
START DATE (MM/YYYY)	

END DATE (MM/YYYY)	
REASON FOR LEAVING	

5 Year Employment/ Unemployment History CONTINUED

PREVIOUS

EMPLOYER NAME	
ADDRESS & POSTCODE	
MANAGER NAME	
TELEPHONE NUMBER	
EMAIL ADDRESS	
WEBSITE ADDRESS	
JOB ROLE/ POSITION	
SALARY	
START DATE (MM/YYYY)	
END DATE (MM/YYYY)	
REASON FOR LEAVING	

PREVIOUS

EMPLOYER NAME	
ADDRESS & POSTCODE	
MANAGER NAME	
TELEPHONE NUMBER	
EMAIL ADDRESS	
WEBSITE ADDRESS	
JOB ROLE/ POSITION	
SALARY	
START DATE (MM/YYYY)	
END DATE (MM/YYYY)	
REASON FOR LEAVING	

5 Year Employment/ Unemployment History CONTINUED

PREVIOUS

EMPLOYER NAME	
ADDRESS & POSTCODE	
MANAGER NAME	
TELEPHONE NUMBER	
EMAIL ADDRESS	
WEBSITE ADDRESS	
JOB ROLE/ POSITION	
SALARY	
START DATE (MM/YYYY)	
END DATE (MM/YYYY)	
REASON FOR LEAVING	

PREVIOUS

EMPLOYER NAME	
ADDRESS & POSTCODE	
MANAGER NAME	
TELEPHONE NUMBER	
EMAIL ADDRESS	
WEBSITE ADDRESS	
JOB ROLE/ POSITION	
SALARY	
START DATE (MM/YYYY)	
END DATE (MM/YYYY)	
REASON FOR LEAVING	

IF YOU NEED TO COMPLETE FURTHER EMPLOYMENT DETAILS, PLEASE USE CONTINUE ON A SEPARATE PIECE OF PAPER

Education:

Type of Institute	Name of Institute	Address of Institute	From (mm/yy)	To (mm/yy)	Grades
High School					
College					
University					

Additional Education / CPD / Qualifications

Type of Institute	Name of Institute	Address of Institute	From (mm/yy)	To (mm/yy)	Grades

Additional Education / CPD / Qualifications

Type of Institute	Name of Institute	Address of Institute	From (mm/yy)	To (mm/yy)	Grades

Self-employment History:

If you have been self employed for any period, please provide full details as outlined below. This includes all details of your self employment company/ Sole Trader such as, but not limited to, Dates, UTR Number, Accountants Details, Trade References and further evidence will be required upon offer of employment. Veritech require the following details and evidence:

Your Business Name / or Sole Trader

UTR Number

Nature of your Business

Full Address of your business

Dates Trading Between From (Month/Year) / To (Month/ Year)/

Accountants details for period of self employment:

Company Name:.....

Company Address:.....

Tel. No..... Email

Trade References (Please Provide 2)

Company Name:.....

Company Address:.....

Tel. No..... Email

Dates (Month/Year) / To (Month/ Year)/

Company Name:.....

Company Address:.....

Tel. No..... Email

Dates (Month/Year) / To (Month/ Year)/

PLEASE CONTINUE ON A SEPEARATE PIECE OF PAPER IF YOU NEED TO PROVIDE FURTHER DETAILS FOR SELF EMPLOYMENT

In Addition to the above, we will require the following evidence in conjunction for screening once employment has been offered. Please Note that failure to be able to provide this evidence may affect your employment with Veritech Systems Ltd, if we do not have sufficient evidence for screening you to the standards of BS:7858.

- HMRC History of Earnings Letter
- Tax Records for the period(s) of Self Employment
- An Additional Character reference/ Personal Referee to Cover these Periods

Character Reference/ Personal Referees:

Please provide 2 consented Character References/ Personal Referees that you have known well for at least **3** years and in addition please provide 1 consented Character Reference/ Personal Referee that you have known well for at least 6 Years. **These referees cannot be your relatives, former employers or resident on same address.**

Consented 3 Year Character Referee 1

Name:.....
Address:.....
Tel. No.....
Email Address:.....
How long known (Years) :.....
Occupation:.....

Consented 3 Year Character Referee 2

Name:.....
Address:.....
Tel. No.....
Email Address:.....
How long known:.....
Occupation:.....

Consented 6 Year Character Referee

Name:.....
Address:.....
Tel. No.....
Email Address:.....
How long known:.....
Occupation:.....

Equal Opportunities:

This section is voluntary and will NOT be used in assessing your application. Veritech Systems Ltd adhere to equal opportunities for employers. If you decide to complete this section it will help us to monitor the effectiveness of our Equal Opportunities Policy. Please tick the appropriate box below.

My ethnic origin is:

British	<input type="checkbox"/>
African	<input type="checkbox"/>
Asian	<input type="checkbox"/>
Caribbean	<input type="checkbox"/>
Chinese	<input type="checkbox"/>
White	<input type="checkbox"/>
Other	<input type="checkbox"/>

If other, please specify.....

UNIFORM/PPE SIZES:

Please complete the table below with your uniform/PPE Sizes. Please note Self Employed Staff will have to pay a fee for their Uniform/PPE or provide their own suitable Uniform/PPE as agreed with Veritech Systems Ltd.

SHIRT	COLLAR SIZE (INCHES):
TROUSERS	WAIST (INCHES): LENGTH (INCHES):
SAFETY BOOTS	SIZE (E.G 10):
HI-VIS VEST	SIZE (E.G Medium):
HI-VIS JACKET	SIZE (E.G Medium):
JUMPER	SIZE (E.G Medium):

DECLARATIONS

I certify that to the best of my knowledge, the information that I have given in my application for employment is true and complete and understand that any false statement or omission to Veritech Systems 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 authorize Veritech Systems Ltd or its nominated agents to carry out financial history check /credit check and approach Government agencies, former employers, educational establishments, criminal justice agencies and consented personal referees for information relating to and verification of my employment/unemployment record.

I consent to Veritech Systems Ltd reasonable processing of any personal information obtained for the purposes of employment screening in accordance with BS: 7858 and for the purpose of processing your salary and pension.

I further 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 and may be retained for the length of your employment and limited data held for the period stated under BS: 7858. You acknowledge that any falsified documents may be reported to the appropriate authority.

Data Protection Act 1998

Veritech Systems Ltd 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. It may be necessary to disclose your information to our agents and other service providers. By returning this form to Veritech Systems Ltd you consent to our processing personal data about you where this is necessary, for example information about your credit status, ethnic origin or criminal offences. You also consent to the transfer of your information to your current and future potential employers where this is necessary.

Veritech Systems Ltd will not share your personal data with third Parties other than for the purpose of payroll and screening. Your personal data will not be shared outside of the European union and will only be processed lawfully.

Your information will be held on our computer database and/or in our paper filing systems. By signing below you agree to this process and confirm that you do not have a criminal record subject to the current Rehabilitation of Offenders Act and any amendments. You have the right to apply for a copy of your information under your rights for a subject access request being made to the company. You also have the right to have any personal data inaccuracies corrected.

Disclosure

You are applying for a position of trust and in the event of being offered employment by Veritech Systems Ltd we may apply for a Disclosure. However, having a criminal record does not necessarily bar you from employment. By signing this document, you allow Veritech Systems Ltd to see a copy of the Disclosure relating to your S.I.A. licence(s). The Disclosure information is not retained i.e. it is disposed of within the timescales recommended in the CRB Code of Practice. By signing below, you agree to this process.

Screening

The screening process may be carried out by Veritech Systems Ltd, or one of our trusted third party screening partners who may contact you on our behalf. Any offer of employment is subject to successful and satisfactory screening, that the applicant consents to being screened in accordance with BS:7858 and will provide information as required, that the information provided is correct, and the applicant acknowledges that any false statements or omissions could lead to termination of employment. Furthermore, It is the applicants responsibility to pass the screening period and further supporting evidence may be requested to the applicant, via the screening officer(s)+, to ensure BS 7858 Standards are complied with.

I confirm that my consent to the above is explicit, fully informed and freely given for the purposes of this job.

Applicant Name: _____ **NI Number:** _____

Applicant Signature: _____ **Date:** _____

CONSENT:

By signing this form, you are confirming that you consent to Veritech Systems Ltd Controlling, storing and the processing of your personal data for the purposes of screening your application relating to job role you are employed or will be employed and for the purposes relating to payment of salary, pensions, accounting and credit checks.

Your personal data will not be shared outside of the European Union but may be processed by a 3rd party supplier for the purposes of payroll, pensions, accounting and credit checks.

Processing:

All personal data will be processed under the key principles of GDPR: 2018.

Personal data shall be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes and in relation to the purposes for which they are processed.

Accuracy:

Personal data shall be accurate and, where necessary, kept up to date. You have the right to have data corrected, the onus is on you as the data subject to notify Veritech Systems Ltd of any data required to be corrected.

Storage limitation:

Personal data shall be kept in a form which permits identification of data subjects- these are in paper files and electronic secure storage and will not be stored longer than is necessary for the purposes for which the personal data are processed and will only be held for legitimate purposes. We are required by law in some cases to retain information relating to your salary and contribution under HMRC regulations and screening details under the BS: 7858

Withdraw of consent:

You have the right to withdraw your consent for processing of your personal data but must understand we do so in order to meet our legal obligations under BS: 7858 and could potentially result in your employment being terminated or not being employed by the company. You further understand that withdrawing consent to process your personal data will make it impossible for the company to make payments of your salary via our payroll and pension processing companies.

If you require clarification on any of the above points, please feel free to speak to Veritech Management.

Name:.....

Signature:.....