



# RedWatch

S E C U R I T Y

## APPLICATION PACK

Applications should be completed in **BLOCK CAPITALS** and in **BLACK** ink.

Please check that all the sections have been completed. If a section does not apply to you endorse this to show not applicable – N/A.

Applicants who can demonstrate in their applications that they possess the skills, experience and abilities required for the post, stand the best chance of being short listed and selected for interview. You can refer to any relevant skills, knowledge and experience you have acquired in paid or unpaid work (that is, outside full-time employment); for example: studying, training, social activities, organising sports, community or voluntary work.

References will be followed up if you are offered employment with Red Watch Security Ltd, Furthermore Red Watch Security Ltd must be able to complete a full five year work history, or back to school leaving if less, within twelve weeks of your commencement of work. Section 8 of the 1996 Asylum and Immigration Act make it a criminal offence for an employer to take on a new employee, whose immigration status prevents him or her from taking up the post in question. This applies to all types of employment, including part-time temporary and casual appointments.

Any data about you will be held in completely secure conditions, with access restricted to those involved in dealing with your application and in the selection process. As indicated elsewhere, the data you provide will be used to monitor the effectiveness of Red Watch Security Limited's equal opportunities policy. We will be unable to process your application unless we can use your personal data in the ways described above. We shall consider that by signing and submitting the application form, you are giving consent to the processing of your data in the ways described above.

### Security Screening/Vetting

Your potential employment within the security industry is dependent on security screening. This is done following the rules of British Standard 7858:2012. To ensure that the integrity of each applicant is of a suitable standard to work in a position of great trust, we will need to check either for the last five years or back to your completion of full time education if that was less than five years ago. In completing the application form you must give as much detail as possible. We will confirm your education history and employment history on a continuous month-by-month basis. We will contact each of your previous employers and educational establishments within the time period as stated above.

We will need to contact your current employer before we are able to complete 5 year screening. Permission to do so is a condition of the offer of provisional employment. If such permission is withheld this offer will be withdrawn if the security screening is not concluded satisfactorily.

### Financial History

From 1st January 2007, all applicants have to undergo a financial history check in accordance with screening and vetting BS 7858:2012. Provisional period of employment: After gaining references to confirm your occupation for the previous five years we may offer you a position on a provisional basis whilst we are checking the remaining references. This period will be for no longer than twelve weeks. Failure to meet the security screening standards of the company will result in the termination of your provisional employment.

### Criminal offences

As part of our security screening process we ask you to declare any previous criminal proceedings you may have had taken against you. Please give full details. We would point out that the company complies with the provisions of the Rehabilitation of Offenders Act 1974 stating that convictions that have been 'spent' must be ignored.

## Return application Form To:

HR, Red Watch Security Ltd, Norton Lodge, Brinsea Road Business Park, Brinsea Batch, Congresbury, BS49 5JP

<b>PERSONAL DETAILS</b>			
<b>Position Applied For</b>		<b>Date</b>	
<b>First Name (s)</b>		<b>Surname</b>	
<b>Address</b>			
<b>Postcode</b>			
<b>Tel No</b>		<b>Email</b>	
<b>Date of Birth</b>		<b>N.I Number</b>	
<b>Nationality</b>		<b>Passport Number</b>	
<b>Do you hold a valid driving licence</b>		<b>Do you have access to a vehicle</b>	
<b>Please list all endorsements</b>			
<b>Type of SIA Licence</b>			
<b>SIA licence Number</b>		<b>Expiry Date</b>	
<b>First Aid at Work Qualification</b>		<b>Expiry Date</b>	
<b>EDUCATION HISTORY</b>			
<b>Month &amp; Year</b>	<b>School/College</b>	<b>Qualifications</b>	
<b>Other Training</b>			

# VETTING & SCREENING

Starting with your last or present employer, give details of your employment history, with FULL POSTAL ADDRESS, for the last 5 years or since you left full time education. Include periods of self-employment and military service. Please state any periods of unemployment that you did not register with the department of unemployment as "not registered/unemployed" and give full details of what you were doing. If self employed you must give name, address and telephone number of your accountant.

May we approach your current employer for a reference? **YES/NO** (delete as required)

1.				
Company Name			Contact Name	
Company Address			Telephone Number	
Email Address				
Start Date	Finish Date	Job Title	Salary	Reason for leaving
2.				
Company Name			Contact Name	
Company Address			Telephone Number	
Email Address				
Start Date	Finish Date	Job Title	Salary	Reason for leaving
3.				
Company Name			Contact Name	
Company Address			Telephone Number	
Email Address				
Start Date	Finish Date	Job Title	Salary	Reason for leaving
4.				
Company Name			Contact Name	
Company Address			Telephone Number	
Email Address				
Start Date	Finish Date	Job Title	Salary	Reason for leaving
5.				

<b>Company Name</b>			<b>Contact Name</b>	
<b>Company Address</b>			<b>Telephone Number</b>	
<b>Email Address</b>				
<b>Start Date</b>	<b>Finish Date</b>	<b>Job Title</b>	<b>Salary</b>	<b>Reason for leaving</b>

6.

<b>Company Name</b>			<b>Contact Name</b>	
<b>Company Address</b>			<b>Telephone Number</b>	
<b>Email Address</b>				
<b>Start Date</b>	<b>Finish Date</b>	<b>Job Title</b>	<b>Salary</b>	<b>Reason for leaving</b>

**PLEASE ALSO PROVIDE FURTHER DETAILS FOR ANY PERIODS OF UNEMPLOYMENT**

Please also provide full contact details for a character reference who can confirm your unverified periods.

Date of unverified period		Reason	Character Reference full name and contact details:
From:	To		
From:	To		
From:	To		
From:	To		

Name:  
Address:  
Post Code:  
Tel:  
Email:

## References

Before we can proceed with your application we require 2 character references from persons not related to you who have known you for 5 years or more who are residents in the UK: Please supply the information below

<b>Name:</b> <b>Address:</b>	<b>Name:</b> <b>Address:</b>
<b>Tel:</b> <b>Email:</b>	<b>Tel:</b> <b>Email:</b>

## Other Employment

Please list all other employment you would continue to do if you were successful in obtaining employment with Redwatch Security Ltd:

## Personal Interests

## Criminal Record

State any Criminal convictions (subject to Rehabilitation of Offenders Act 1974)

## CCJ/ Bankruptcy

Have you ever been made Bankrupt?

Do you have any CCJ's?

If yes to the above please provide details

## Next of Kin

Next of kin Name

Next of kin Address

Telephone Number

Postcode

Relationship

## DECLARATION BY APPLICANT

1. I agree not to divulge any information however acquired relating to the Company, its Business or its Customers to any other Person, Company or Organisation without written consent from the Company either during or after employment is determined. The information provided in the application will be held manually and on the computer
2. I have detailed my previous 5 years employment history and consent to the company contacting such persons including character references as necessary to verify those details in accordance with British Standards 7858:2012.
3. I understand that any offer of work is subject to the satisfactory 5 years screening process.
4. I understand that any offer of work is subject to a 6-month probationary period
5. I agree to abide by the rules and procedures of the company at all times and agree to a personal search as and when required.
6. I agree to attend Training Courses and /or First Aid training appropriate to my work as identified and mutually agreed by the company and myself.
7. If accepted I consent to a medical examination carried out by a company nominated Doctor if required.
8. I understand that if any information I have provided on this form is subsequently found to be false or misleading I will be liable to disciplinary procedures that could result in dismissal without notice.
9. I understand that it is a criminal offence to make false statements on this Form.
10. I confirm that if I commence work with your company and I am registered as unemployed, I will inform the relevant authorities of my revised employment status.
11. I authorise the company to carry out a consumer information search with a credit reference agency
12. Any documents presented will be checked using an ultra violet scanner for forgery and any suspect documents will be reported to the relevant authority.
13. All the information provided in the application is to the best of the employee's knowledge is complete and correct.
14. I authorise the company to carry out any reasonable processing of sensitive personal information necessary in obtaining any medical history in assessing fitness to perform the relevant duties

<b>FULL NAME OF APPLICANT</b>			
<b>SIGNATURE OF APPLICANT</b>		<b>DATE</b>	

<b>FOR OFFICIAL USE ONLY</b>			
<b>Restriction on employment</b>	<b>YES/NO</b>	<b>Work Permit required:</b>	<b>YES/NO</b>
<b>Selected for interview</b>	<b>YES/NO</b>	<b>Interview Date:</b>	
<b>INTERVIEWERS ASSESSMENT</b>			
<b>INTERVIEWED BY:</b>		<b>DATE:</b>	