

ITN SECURITY LTD

Nationwide Security Personnel Provider

Please
Attach
Photo

EMPLOYMENT APPLICATION FORM

DATE _____ POSITION APPLIED FOR _____

PERSONAL DETAILS

MR/MISS/MRS

SURNAME _____

FORENAMES _____

ADDRESS: _____

_____ POST CODE _____

HOW LONG AT THIS ADDRESS? YEARS _____ MONTHS _____

PREVIOUS ADDRESS (IF LESS THAN 5 YEARS AT ABOVE ADDRESS)

POST CODE _____ N I N O _____

DATE OF BIRTH ____/____/____ AGE _____

HOME TELEPHONE NUMBER _____ MOBILE _____

EMAIL _____ NATIONALITY _____

PASSPORT NUMBER _____ EXPIRING DATE _____

DO YOU HAVE THE LEGAL RIGHT TO WORK? YES/NO

DO YOU REQUIRE VISA TO WORK IN THE UK? YES/NO

IF YES WHAT TYPE OF VISA DO YOU HOLD _____

EXPIRES _____ VISA NO _____

ARE YOU REQUIRED TO JOIN THE WORKERS REGISTRATION SCHEME?

YES/NO

HAVE YOU BEEN CONVICTED OF ANY CRIME? YES/NO

MALE / FEMALE MARITAL STATUS _____

NEXT OF KIN: _____

ADDRESS: _____

POST CODE: _____ RELATIONSHIP: _____

EMERGENCY CONTACT: _____

ITN SECURITY LTD
83 DUGIE STREET M1 2JQ

Tel: 07935630123 \ 07448287101

Reg Nos: 10276003

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DAY/EVENING TELEPHONE NUMBER: _____

ARE YOU EMPLOYED AT PRESENT? YES / NO

IF SO WHERE? _____

What position are you applying for?

A.Security guard (Please write your license number and expiring date)

- Door supervisor license _____
- Security guard _____
- Cctv license _____
- Other license _____

GP`S NAME AND ADDRESS:

BANK/BUILDING SOCIETY A/C NO: _____ SORT CODE _____

ROLL/REFERENCE NUMBER: _____ BANK NAME _____

ADDRESS: _____

A/C HOLDERS NAME _____

PLEASE BRING ONE OF THE FOLLOWING WITH ORIGINAL AND A
PHOTOCOPY WITH YOU TO THE INTERVIEW:

- Evidence of NINO e.g. P45, P60, Pay Slip
- Passport, Work Permit, Letter from Home Office
- Naturalisation as a British Citizen

If successful when can you start work? (Please give earliest date) _____

Do you need any notice Yes/No if Yes How Long: _____

Do you have any holiday booked? Yes/No

If yes please specified dates: _____

Do you have your own Transport? Yes/No

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CHARACTER REFERENCE

1. REFERENCE "Personal"

NAME_____

CONTACT NOS_____

RELATIONSHIP_____

ADDRESS_____

2. REFERENCE "Personal"

NAME_____

CONTACT NOS_____

RELATIONSHIP_____

ADDRESS_____

REFERENCE "Current Employer"

NAME: _____

CONTACT NOS_____

POSITION_____

POST CODE_____

REFERENCE "Previous Employer"

NAME: _____

CONTACT NOS_____

POSITION_____

POST CODE_____

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TRAINING AND EDUCATION

From	To	Institution	Country/town	Grade/Qualification

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ADDITIONAL INFORMATION RELEVANT TO YOUR APPLICATION

[illegible]

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EMPLOYMENT HISTORY

Please give details of past employment below, starting from the present to the past for the last 10 years and give detailed explanation regarding any gap in-between.

Employers name/company:	
Address:	
Position:	Salary _____
Employed from _____ to _____	
Reason for change	
Contact Name _____	Tel _____

Employers name/company:	
Address:	
Position:	Salary _____
Employed from _____ to _____	
Reason for change	
Contact Name _____	Tel _____

Employers name/company:	
Address:	
Position:	Salary _____
Employed from _____ to _____	
Reason for change	
Contact Name _____	Tel _____

Employers name/company:	
Address:	
Position:	Salary _____
Employed from _____ to _____	
Reason for change	
Contact Name _____	Tel _____

Kindly use a separate sheet if your work experience above is less than 5 years, and also attached a copy of a full detailed CV of your when summing the application with contactable reference company telephone numbers and active address.

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UNEMPLOYMENT RECORD

From – To (Month/Year)	Did you receive Benefits?	If YES give <u>Benefit Office Address</u> If NO give <u>name/address/tel of individual</u> known to you for 5 years (not related) who can confirm period of unemployment without Benefits
	YES ☐ NO ☐	
	YES ☐ NO ☐	
	YES ☐ NO ☐	
	YES ☐ NO ☐	

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**IT IS A CRIMINAL OFFENCE TO KNOWINGLY MAKE A FALSE DECLARATION TO
GAIN EMPLOYMENT:**

DECLARATION:

In order for us to process your application form it is important that the information you provide is accurate and that ALL sections are completed. The company will hold personal information on file. In accordance with the provision of data protection act, its release is hereby authorised by Inland Revenue, the benefit agency or any other statutory bodies and in accordance with the transfer of undertaking regulations

I hereby agree that the information I have given in this application is true and complete.

I also authorize ITN SECURITY LTD to verify the information given on this form through references to my former employers or personal referees, I also consent to the police/Uk Border Agency supplying ITN SECURITY LTD with any information including that stored on computer to confirm the information given above.

ITN SECURITY LTD is authorized to pass my details to their client if requested for on or before taken on any employment.

Please answer this section correctly

Have you ever been cautioned or convicted of a criminal offence? YES ☐ NO ☐
(Subject to the Rehabilitation of Offenders Act)

If YES give details:

**Are you the subject of any current court proceedings, police or YES ☐ NO ☐
other enquiries?**

If YES give details:

SIGN _____ DATE _____

NAME _____

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Consent Form

I.....

hereby give my

Authority to ITN SECURITY LTD to

contact.....

.....

Of.....

To obtain conformation of information which has been given verbally by me
to ITN SECURITY LTD

Signed.....dated.....

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Personal Training Record

Name.....

Date Employed.....as

RELEVANT QUALIFICATIONS

.....
.....
.....
.....
.....
.....

Previous Relevant Employment & Training

Door Supervision	Security Guarding	CCTV	Close Protection	Wheel Clamping

Tick box for the relevant qualification and also attach a copy of the certificate(s) in file

Industrial cleaning	Cleaning equipment	First aid	Fire marshal	Scaffolding

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Training with ITN SECURITY LTD

From	To	Training Record	Provided By	Signed
		Induction		
		Assignment		
		Data Protection Act		
		Environmental Policy		
		Information regarding Self Employed		
		Payroll System		
		Uniform		

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AGGREEMENT BETWEEN ITN SECURITY LTD & AND ITS EMPLOYEE

This is to confirm that I Mr/Mrs/Miss/Ms/Other _____ Is currently register for work as a full time/part time (security officer/cleaner/Labourer) self-employed staff under ITN security Ltd. I authorised ITN security Ltd to pass my information to any of its client who may require it for the purpose of employment and also to any government department within England and Wales who may require it for the best purpose know to them. I also understand that any work I do for any of its client I shall be paid directly by ITN security Ltd, I shall not at any given time call the said client and required my wages from them as I am not under their payroll and any queries I have with regards to my wages and any other matter shall be directed to the Hr. department/the Office Manager of ITN security Ltd.

Self Employed Only: I am aware that I shall be responsible for paying my National insurance contribution as well as my tax to the HMRC (Inland Revenue) prior to my appointment and failure to do this might make HMRC to prosecute me. The company will hold my personal information on file. In accordance with the provision of data protection act, its release is hereby authorised by Inland Revenue, the benefit agency or any other statutory bodies and in accordance with the transfer of undertaking regulations within England and Wales. I shall not at any time liaise with ITN security Ltd client directly to seek for employment without their permission, at any time such an act occurs I understand that ITN security Ltd shall take legal action against me and the said client for bridge of contract. The only time I am allowed to do that is if I cease to work for ITN security Ltd for more than a year. I understand that ITN security Ltd act as a payroll service company/ sub-contractor for some of its client (such staffs are all under the insurance policy of the said client and in case of any accident the staff in question shall report directly to the to the parent company)

Wages: ITN security Ltd operate a three week in hand payment option and pays directly into its employee bank account every Friday of the weeks after the first three weeks, and a six week for monthly wages.

Time keeping: For all type of security work: I also understand that I am required to be at work 20mins to the start of my shift and must book on with ITN security Ltd Area Supervisor, before booking on with its client control room whenever you are on duty, I am aware that I will pay a fine of £50 if I am not at work latest 10mins to the start of my shift. And I am required to give a minimum of 2 hours' notice to my Area supervisor if I am unable to make it to work on the day, failure to do this will also attract a £50 fine.

Dress Code/ Duties: All staffs are required at all time to display their security badge on at all time, have their touch light, writing pen and pad, hard hat, and working boot on. you must sign in and out and fill in the log sheet and patrol the site as often as possible at least once in every 30mins and you must make your hourly check calls as required. You must put on the required uniform during your shift regardless of the weather condition. Normal security outfit: black trouser, black Long sleeve, black tie, black suit or blazer, yellow or orange high vest or in some cases you must put on the company uniform if you have been provided with one. Failure to put on the required uniform anytime you are on site will attract a fine of £30, and this will be deducted from your wages.

Declaration: I hereby declare that I have read the above statement and it has also be read and explain to me by the office manager/Admin staff ITN security Ltd and I still wish to be consider for

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employment within ITN security Ltd as a Security staff/Cleaner EMPLOYEE (security staff only)

NAME _____ SIGN _____ DATE _____

Security staff only

BADGE NOS: _____ - _____ EXPIRING DATE _____

WITNESS (OFFICE MANAGER/ADMIN STAFF)

NAME _____ SIGN _____ DATE _____

DECLARATION

PLEASE READ THIS CAREFULLY BEFORE SIGNING THIS APPLICATION FORM

I understand that employment with the Company is subject to satisfactory references and security screening in accordance with **BS7858**.

I undertake to cooperate with the Company in providing any additional information required to meet these criteria;

I authorise the Company to approach previous employers, schools/colleges, character referees or Government Agencies to verify that the information I have provided is correct.

I authorise the Company to make a consumer information search with a credit reference agency, which will keep a record of that search and may share that information with other credit reference agencies.

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

I consent to the Company's 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 the Company. Subject to the Access to Medical Records Act 1998, I consent to the results of such examinations to be given to the Company.

I hereby certify that, to the best of my knowledge, the details I have given in this application form are complete and correct.

I understand that any false statement or omission to the Company or its representatives may render me liable to dismissal without notice.

Signature: _____

Print Name: _____

Date: _____

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FOR OFFICE USE ONLY

PASSPORT ☐ DRIVING LICENSE ☐ VALID VISA/WORK PERMIT ☐ S.I.A ☐ PROOF OF N.I ☐ PROOF OF ADDRESS ☐ P45/P60 ☐ BANK DETAILS ☐ C/S CARD ☐	START DATE ____/____/____ EMPLOYMENT TYPE_____ DATE ENTERED ON PAYROLL____/____/____ PAYMENT TYPE _____ DATE LEFT_____/_____/_____ REASON FOR LEAVING _____ _____ _____
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COMMENTS

NAME_____

SIGN:_____

DATE: ____/____/____

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