



APPLICATION FOR EMPLOYMENT (Standard or Enhanced Disclosure)

Thank you for your interest in employment with G4S Facilities Management. Due to the nature of our business some searching questions must be asked to ensure that all applications meet our minimum selection criteria. All information provided by you will be treated in the strictest confidence but will be subject to verification if your application proceeds beyond this stage. We are committed to our Equal Opportunities Policy which ensures that all applicants are given equal opportunity throughout the recruitment process.

PLEASE COMPLETE THIS FORM IN FULL IN YOUR OWN HANDWRITING AND IN BLACK INK

Position applied for:	Location:
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1. PERSONAL DETAILS				
Title (Mr / Mrs / Ms / Miss etc.):		Surname:		
Forenames (in full):		Previous surname(s) with dates:		
National Insurance Number:		Place of Birth:		
Home Tel No: (including STD code)		Date of Birth:		
Nationality (with dates if applicable):		Former or Dual Nationality:		
Mobile Tel No:		Email address:		
Current address in full:				
Postcode:				
Have you been in your current address for years?		<input type="checkbox"/> Yes Do not complete "address history" below - proceed to next question		
		<input type="checkbox"/> No Complete the "address history" below to cover the last _____ years from the date you moved into your current address.		
ADDRESS HISTORY (use the continuation sheet supplied if necessary - tick here if used <input type="checkbox"/>)				Date moved into current address (mm/yy):
From: (mm/yy)	To: (mm/yy)	Postcode: (if known)	Address:	
Do you hold a current driving license? <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you require a Work Permit/Visa to work in the UK? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Date Driving test passed:		Have you been a resident in the EU for at least 5 years? <input type="checkbox"/> Yes <input type="checkbox"/> No		
State type & class (e.g.. Provisional/Full/HGV):		Do you have access to your own transport? <input type="checkbox"/> Yes <input type="checkbox"/> No		



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2. EMPLOYMENT HISTORY

Complete the sections a-c below (as applicable) to cover the last _____ years employment. Start with the current / most recent employer first. You MUST include details of any part-time, vacation or voluntary work, self-employment and unemployment. (use the continuation sheet supplied if necessary - tick here if used)

a. EMPLOYMENT

If applicable, may we contact your current employer: Yes No

Name of Employer:	Your Job Title:
Address in full:	Finishing Salary:
	Tel No:
	Fax No:
	Email:
Postcode:	Employment Dates (mm/yy)
Contact Name:	From: _____ To: _____
Reason for leaving:	
Key Duties / Responsibilities:	

Name of Employer:	Your Job Title:
Address in full:	Finishing Salary:
	Tel No:
	Fax No:
	Email:
Postcode:	Employment Dates (mm/yy)
Contact Name:	From: _____ To: _____
Reason for leaving:	
Key Duties / Responsibilities:	

Name of Employer:	Your Job Title:
Address in full:	Finishing Salary:
	Tel No:
	Fax No:
	Email:
Postcode:	Employment Dates (mm/yy)
Contact Name:	From: _____ To: _____
Reason for leaving:	
Key Duties / Responsibilities:	



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b. SELF-EMPLOYMENT	
<i>For periods of self-employment please give details of your accountant, book keeper or solicitor (use the continuation sheet supplied if necessary - tick here if used <input type="checkbox"/>).</i>	
Title & Name:	Job Title:
Address in full:	Daytime Tel No:
	Mobile Tel No:
	Email:
	How long known for?
Postcode:	From: To:
c. UNEMPLOYMENT	
<i>For any periods of unemployment please give details below (use the continuation sheet supplied if necessary - tick here if used q).</i>	
<i>By providing this information, and signing the "Declaration" section of this application form, you hereby authorise G4S Facilities Management to contact the Unemployment Benefits Office to confirm details as may be required.</i>	
Period of Unemployment (mm/yy):	Telephone No:
From: To:	
Unemployment Benefit Office Address (including postcode):	

3. EDUCATION / QUALIFICATIONS				
Name & Address of Education Establishment	Subject (s) taken	Grade(s)	Date (mm/yy)	
			From:	To:

4. JOB RELATED TRAINING COURSES		
Course Title / details	Organising Body	Date

5. MEMBER OF PROFESSIONAL BODIES				
Name of Institute / Body	Membership No.	Grade / Level	Study dates	
			From:	To:



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6. INFORMATION IN SUPPORT OF YOUR APPLICATION

Please use the space below to explain why you are applying for this role and in particular how your experience (whether paid/unpaid/employment or otherwise), personal qualities and skills make you a suitable candidate. If appropriate please attach CV (use the continuation sheet supplied if necessary - tick here if used)

7. PERSONAL REFERENCES

Please give details of three people who have known you well for a minimum of five years and would be prepared to give you a personal reference, or can confirm gaps (if applicable) in your employment history. These must not be relatives, former employers or from the authorities of former schools and colleges.

Title & Name:	Occupation:
Home address in full:	Daytime Tel No:
	Mobile Tel No:
	Email:
	How long known for?
Postcode:	From: To:
Title & Name:	Occupation:
Home address in full:	Daytime Tel No:
	Mobile Tel No:
	Email:
	How long known for?
Postcode:	From: To:
Title & Name:	Occupation:
Home address in full:	Daytime Tel No:
	Mobile Tel No:
	Email:
	How long known for?
Postcode:	From: To:



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8. SCREENING ISSUES		
<i>Answering 'Yes' to any of the questions set out below will not automatically be a bar to employment.</i>		
a. Have you ever been convicted of any offence by a civil or criminal court?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Have you ever been convicted of a military offence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Have you ever been charged with any offence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Have you ever received a fixed penalty ticket for a public order offence or offences of drunkenness?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Have you ever been cautioned, put on probation, bound over to keep the peace or given a conditional or absolute discharge?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. Have you ever been convicted of any traffic offences including points or endorsements on your licence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
g. Have you any alleged offences outstanding?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
h. Has any member of your family, or your partner or a near relative ever been convicted of any civil or criminal offence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
i. Have you ever been declared bankrupt/insolvent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
j. Have you ever been the subject of an Attachment of Earnings Order?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
k. Has a County Court Judgement ever been awarded against you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If Yes to any of the above, please give details (including dates) (use the continuation sheet supplied if necessary - tick here if used <input type="checkbox"/>):</i>		
l. Do you have a DBS (Disclosure & Barring Service) Check Certificate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, please provide certificate number here: <input style="width: 200px;" type="text"/>		

9. READ THIS SECTION CAREFULLY BEFORE SIGNING IN SECTION 10
<p>The nature of the position for which you are being considered is such that it is subject to a Standard or Enhanced Disclosure, which is exempt from S4(2) of Rehabilitation of Offenders Act (ROA) 1974 by virtue of the ROA 1974 (Exceptions) Order 1975. This is in addition to the G4S screening which checks the facts you have given on this form. Under the Disclosure request, you are required to declare all convictions including any traffic offences, police warnings and cautions, as your application will be subject to a Criminal Record Check and Police Record Check. You must therefore reveal any information you may have including "spent" convictions in relation to this application and/or which may be relevant to your suitability for these position. Failure to disclose relevant circumstances or information is likely in itself to be regarded as evidence of lack of integrity and will be taken into account in assessing your suitability for the job role.</p> <p>References will be taken up with previous employers and personal referees listed and any others which may come to light during the screening process, except for your current employer with whom references will be taken up only after an offer of employment has been accepted, unless you have given us permission to do so (within Section 2).</p> <p>DATA PROTECTION</p> <p>If successful in obtaining employment with us the information contained in this document will be used in the employment screening process. Your continued employment will be conditional upon satisfactory screening and medical examination as determined by the Company. This document will be retained in conjunction with your personal file. Whilst the company policy is to destroy personal files ten years after an employee's leaving date, vetting information will normally be destroyed six months from the date of approval or rejection of employment. If you are unsuccessful in your application the information you have provided will normally be retained for six months at which point it will be destroyed.</p>



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10. DECLARATION

I certify that to the best of my knowledge, the information I have given on this form is complete and correct and I understand that misrepresentation of facts is grounds for immediate dismissal, and renders me liable to prosecution.

I authorise the Company to approach any Government Agencies, former employers and personal referees to verify the information given, and will supply a Statutory Declaration if required.

I further authorise the Company to conduct any check as appropriate to my job role and authorise such checks to be repeated as necessary during my period of employment.

I acknowledge that the Company will process data about me and retain it in the manner described above and I hereby consent to this.

I understand that any offer of employment is subject to satisfactory screening results and if I am unable to satisfy any of the screening processes my employment contract may be terminated.

I acknowledge that no contractual relations will exist until such times as I have accepted in writing the terms of a letter of appointment or signed a form of contract.

Applicants Full Name (in CAPITALS):

Date:

Signature:

11. FOR OFFICE USE ONLY - INTERVIEWER'S ASSESSMENT & NOTES

(This area is left blank for the interviewer's assessment and notes.)

Date:

Interviewed By:



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12. CONTINUATION OF ANSWERS SHEET	
<i>Please use the same format as the original question and state the question reference number</i>	
Question Number	Additional Info



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12. CONTINUATION OF ANSWERS SHEET

Please use the same format as the original question and state the question reference number

Question Number	Additional Info