



SYNERGY GUARDS UK – JOB APPLICATION FORM

Name:	
Position Applied For:	
SIA Badge No:	

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

Please check that all the sections have been completed and the required accompanying documents are attached.

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 SGUK. Furthermore SGUK must be able to complete a full five year work history, or back to school leaving if less, within 12 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 SGUK Security'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.

Applications should be returned to: SYNERGY GUARDS UK LTD
Gerrard House
43/45 Theobald Street
Borehamwood
Hertfordshire
WD6 4RT

T: 0208 953 5414 **F:** 02087112342

E: contactus@synergyguards.co.uk



Application Form

Position Applied for:.....

Attached Documents:

Signed Application Form	[]	
Proof of ID	[]	
2 Proof of Address	[]	(ALL COLOURED COPIES)
Right to Work	[]	
2 Passport Photograph	[]	
SIA Licences	[]	
CRB/DBS Certificate	[]	
Or Any Other Licences/ Badges		

Personal Information:

Title: Mr / Mrs / Miss / Ms (*Circle*) Surname:.....

Forename:..... Surname at Birth:.....
(*If different from above*)

Address:.....

Postcode:..... Place of Birth:.....

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

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

Work Permit:..... National Insurance Number:.....
(*If applicable*)

SIA License Sector:..... SIA License Number:.....

Email: UTR.....

Mother's Maiden Name..... CSCS:.....

Person to contact in case of emergency/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 Court Judgements against you, whether satisfied or not, with in 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

.....

Education:

Type of Institute	Name of Institute	Address of Institute	From	To	Grades
High School					
College					
University					

Personal References:

Please provide 2 personal references that you have known for at least 2 years and are not your relatives or former employers or resident on same address.

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



Equal Opportunities:

This section is voluntary and will NOT be used in assessing your application. Synergy Guards UK Ltd is an equal opportunities employer. 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.....

Bank Details:

Bank Name:..... Account Holder Name:.....

Sort Code:..... Account No:



Employment: State all periods of employment, unemployment and self-employment 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.

	Employers Details:	Employment Details:	From:	To:	Reason for leaving:
Name:		Position:			
Address:		Manager:			
Postcode:		Salary:			
Tel No:					
Fax No:					
Email:					

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Address:		Manager:			
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Name:		Position:			
Address:		Manager:			
Postcode:					
Tel No:		Salary:			
Fax No:					
Email:					



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 Synergy Guards UK Ltd or its representatives may render 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 Synergy Guards UK 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 personal referees for information relating to and verification of my employment/unemployment record.

I consent to Synergy Guards UK Ltd reasonable processing of any 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 Synergy Guards UK Ltd Subject to the Access to Medical Reports Act 1988, I consent to the results of such examinations to be given to Synergy Guards UK Ltd and authorize Synergy Guards UK Ltd 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 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. I acknowledge that any falsified documents may be reported to the appropriate authority.

Data Protection Act 1998

Synergy Guards UK 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 Synergy Guards UK 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 (this may be to companies operating abroad if you apply for work outside of the United Kingdom).

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 (for which we may charge a small fee) and to have any inaccuracies corrected.

Disclosure

You are applying for a position of trust and in the event of being offered employment by Synergy Guards UK Ltd we may apply for a Disclosure. However, having a criminal record does not necessarily bar you from employment. For more information ask a member of staff for a copy of the CRB Code of Practice/Disclosure Scotland and/or Company our policy statement regarding ex-offenders. Disclosure information is treated in a sensitive way and is restricted to those who need to see it to make a recruitment decision. By signing this document you allow Synergy Guards UK Ltd to see a copy of the Disclosure. 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

Any offer of employment is subject to satisfactory screening, that the applicant consents to being screened 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.

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

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

Applicant Signature: _____ **Date:** _____



List of acceptable documents as evidence of five/ten years activity history

Please use this as a list of documents you can supply to cover your work/unemployment history for the past five years on your application form.

Employee Activities for the past five/ten years. List of things you can provide:

- 1) Employer's reference details (*Employer's contact details, email, mobile)
- 2) P45/P60 - HMRC
- 3) Professional five year reference e.g. Accountant, Lawyer
- 4) School/University Acceptance Letter
- 5) Job Seekers - Letter from Job Centre showing period of Signing on/Unemployment.
- 6) Payslips
- 7) Foreigners - Letter of Employment Reference from a company worked for in their country.
- 8) Police report from their home country covering a period of seven years back from the date of employment seeking.
- 9) Personal reference covering a period of seven years back from the date of employment seeking.
- 10) Employment History from HMRC

Please ensure that all references must show the date, month and year covered within the period. All information needs to be sent back to us (Synergy Guards UK) within two weeks of submitting your application.