



APPLICATION FOR EMPLOYMENT

PERSONAL

Last name.....		Forenames.....	
Address.....			
.....			Post Code.....
Phone no's Home.....		Mobile.....	
Date of birth.....		Nationality.....	
Married Yes/No		No. of dependants.....	
Next of kin details.....			
Do you own transport? Yes/No		Do you hold a current driving license? Yes/No	
Do you have any current endorsements? Yes/No			
If yes please give full details.....			
.....			
National Insurance No.....		SIA Licence No:	

EMPLOYMENT

Ref no of Position applied for.....			
Are you able to work: Full Time? Yes/No. Part Time? Yes/No. If part time, state times available.....			
.....			
Do you agree to work Bank and Public Holidays? Yes/No			
Have you or any relatives previously been employed by Swift Security Group. Yes/No.			
If yes please give details.....			
.....			
Please list any skills or qualifications you believe would assist your application.....			
.....			
.....			

CRIMINAL AND CIVIL RECORD:

Have you ever been cautioned, fined, imprisoned, placed on probation, discharged on payment of costs or had any order made against you by a criminal, civil or military court or public authority, including attachment of earnings and declaration of bankruptcy. Do you have any pending possible prosecutions or court summonses (excluding spent convictions and summary motoring offences)? Yes/No.			
If Yes please give details: (failure so to do may lead to immediate termination of contract at a future date)			
.....			
.....			

EMPLOYMENT & UNEMPLOYMENT HISTORY

<p>Please give details of your previous employment, beginning with the most recent for a minimum of 5 years, complete with NO GAPS – for unemployment please provide the address of the relevant job centre – if unregistered unemployment we will require confirmation from your personal referees.</p>	Office Use Only
<p>Present/Last Employer/Job Ctr..... Type of business.....</p> <p>Address.....</p> <p>Post Code Contact name Position Tel no.....</p> <p>Role and responsibilities.....</p> <p>.....</p> <p>Dates employed, From To</p> <p>Reason you want to leave/left</p>	
<p>Previous employment Type of business.....</p> <p>Address.....</p> <p>Post Code Contact name.....Position Tel no.....</p> <p>Role and responsibilities.....</p> <p>.....</p> <p>Dates employed, From To</p> <p>Reason for leaving.....</p>	
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<p>Previous employment Type of business.....</p> <p>Address.....</p> <p>Post Code Contact name.....Position Tel no.....</p> <p>Role and responsibilities.....</p> <p>.....</p> <p>Dates employed, From To</p> <p>Reason for leaving.....</p>	

HM FORCES SERVICE

Have you served in the armed forces? Yes/No? If Yes, which branch.....

Service No.....

Dates of service From..... To.....

Rank and assessment on discharge.....

Qualifications gained.....

EDUCATION & QUALIFICATIONS

DATES	School/College - Location	Certificates gained & grades

Any other training that will be of benefit to you in the role applied for.

Hobbies & pastimes

Reason for application.

PERSONAL REFERENCES

Please give details of two people (not relatives) we could approach for references, who have known you for at least two years, but preferably five years, with frequent contact.

Name..... Name.....

Occupation..... Occupation.....

Address..... Address.....

.....

.....

.....

Telephone..... Telephone.....

DISCRIMINATION

Swift Security is an equal opportunities employer. Please complete the following so we may adhere to the legislation for race, religion and disability (if not disabled, please write NONE), however this is optional.

Ethnicity: Religion: Registered Disabled Yes/No:.....

DECLARATION

The information provided by is, to the best of my knowledge true and complete.

I understand that Swift Security Ltd. may give some or all this information to any of the following:

- Referees.
- Credit reference agencies, the Criminal Record Bureau or other organisations that may record, use and give out information for personal assessment or fraud prevention.
- People or organisations who provide a services to Swift Security Ltd. or are acting as Swift Security Limited's agents.
- Anyone to whom Swift Security Ltd. transfers or may transfer its rights and duties
- Anyone to whom Swift Security Ltd. has a right or duty to disclose information or is permitted or compelled to disclose information to by law.

I understand that misrepresentation of the facts constitutes grounds for immediate dismissal. I also agree to make a Statutory Declaration, if requested, to cover any gaps in my employment history.

Date..... Signature.....