



APPLICATION FOR EMPLOYMENT

PERSONAL

Surname..... Forenames.....

Address.....

..... Post Code.....

Phone no's:..... Nationality.....
private Mobile

Date of birth..... Marital Status..... Date of marriage.....

No. of dependants..... No. of children..... Their Ages.....

Do you own a car? YES/NO Do you have a current driving license? YES/NO

Is your license clean? YES/NO If NO, give details.....

.....

National Insurance No..... SIA Licence No:

Do you have any physical disabilities, disorders or recurrent illnesses that could affect this application? YES/NO

If YES, describe.....

EMPLOYMENT

Position applied for..... Pay Expected £..... per

Would you work: Full Time? YES/NO. Part Time? YES/NO. If part time, state times.....

.....

Do you agree to work Bank and Public Holidays? YES/NO

Have you previously worked for us? YES/NO. If YES, when.....

Have any relatives worked for us? YES/NO. If yes, give names and relationship.....

.....

Have you any skills, experience or qualifications which you feel would especially suit the job you are applying for?

.....

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 or any pending possible prosecutions or court summonses (excluding spent convictions and summary motoring offences)? State Yes or No:_____

If so, give details: (failure so to do may lead to immediate termination of contract at a future date)

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EMPLOYMENT & UNEMPLOYMENT HISTORY – 1

Please give details of your previous employment, beginning with the most recent for a minimum of 5years, 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.	Office Use Only
Present/Last Employer/Job Ctr..... Type of business..... Address..... Post Code Telephone Number Contact Name Position Type of work and responsibilities..... From To..... Pay: £ per Pay: £ per Starting Present/Leaving Reason you want to leave/left.....	
Immediately Previous..... Type of business..... Address..... Post Code Telephone Number Contact Name Position Type of work and responsibilities..... From To..... Pay: £ per Pay: £ per Starting Present/Leaving Reason you want to leave/left.....	
Immediately Previous..... Type of business..... Address..... Post Code Telephone Number Contact Name Position Type of work and responsibilities..... From To..... Pay: £ per Pay: £ per Starting Present/Leaving Reason you want to leave/left.....	
Immediately Previous..... Type of business..... Address..... Post Code Telephone Number Contact Name Position Type of work and responsibilities..... From To..... Pay: £ per Pay: £ per Starting Present/Leaving Reason you want to leave/left.....	

EMPLOYMENT & UNEMPLOYMENT HISTORY – 2

<p>Immediately Previous..... Type of business.....</p> <p>Address.....</p> <p>Post Code Telephone Number Contact Name Position</p> <p>Type of work and responsibilities.....</p> <p>.....</p> <p>From To..... Pay: £ per Pay: £ per</p> <p>Starting Present/Leaving</p> <p>Reason you want to leave/left.....</p>	
<p>Immediately Previous..... Type of business.....</p> <p>Address.....</p> <p>Post Code Telephone Number Contact Name Position</p> <p>Type of work and responsibilities.....</p> <p>.....</p> <p>From To..... Pay: £ per Pay: £ per</p> <p>Starting Present/Leaving</p> <p>Reason you want to leave/left.....</p>	
<p>Immediately Previous..... Type of business.....</p> <p>Address.....</p> <p>Post Code Telephone Number Contact Name Position</p> <p>Type of work and responsibilities.....</p> <p>.....</p> <p>From To..... Pay: £ per Pay: £ per</p> <p>Starting Present/Leaving</p> <p>Reason you want to leave/left.....</p>	
<p>Immediately Previous..... Type of business.....</p> <p>Address.....</p> <p>Post Code Telephone Number Contact Name Position</p> <p>Type of work and responsibilities.....</p> <p>.....</p> <p>From To..... Pay: £ per Pay: £ per</p> <p>Starting Present/Leaving</p> <p>Reason you want to leave/left.....</p>	

EDUCATION

	From	To	Examination & Results
Schools			
College/University			Courses & results
Further Education			Courses & results
Professional membership and qualifications:			

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.

Ethnic Race:..... Religion:..... Disability:.....

HM FORCES SERVICE

Were you in the armed forces? YES/NO?. If YES, which branch.....Service No:.....
Dates of duty: From..... To..... Rank at discharge.....

OTHER INFORMATION

Please give any other information that may be useful:

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.....

Swift Witness.....

DO NOT WRITE BELOW THIS LINE

INTERVIEWERS

Interviewer..... Date.....

Comments

Application form checked as complete in all details: Interviewer Sig/Init:

Return Application to: Swift Security Limited International House Dover Place Ashford Kent TN23 1HU