

**UNIVERSAL SECURITY GUARDS GB LTD**



**VETTING FROM:** dd / MM / yyyy

**VETTED BY:**  
(12/16 weeks from the above date) dd / MM / yyyy

PLEASE  
AFFIX  
PHOTOGRAPH  
HERE

**S.I.A. LICENCE NUMBER:** .....

**EMPLOYMENT AS: SECURITY OFFICER/PERSONNEL**

**CONFIDENTIAL WHEN COMPLETED**

PLEASE ANSWER ALL QUESTIONS USING **BLOCK CAPITALS**

**1. PERSONAL INFORMATION, HOW DID YOU FIND THE VACANCY, LOCAL JOB CENTRE, PRESS, INTERNET, STAFF ALREADY WORKING FOR PLEASE CIRCLE.**

<b>SURNAME</b>	<input type="text"/>	<b>FIRST NAMES</b>	<input type="text"/>
<b>CURRENT ADDRESS</b>	<input type="text"/>	<b>TELEPHONE</b>	<input type="text"/>
<b>PREVIOUS ADDRESS IF LESS THAN 3 YEARS AT ABOVE</b>		<b>MOBILE NO</b>	<input type="text"/>
		<b>CURRENT DRIVING LICENCE NO</b>	<input type="text"/>
		<b>CAR OWNER</b>	<b>YES <input type="checkbox"/> NO <input type="checkbox"/></b>
		<b>NATIONAL INSURANCE No</b>	<input type="text"/>

**2. BANK DETAILS (complete at interview)**

<b>BANK ACCOUNT NUMBER:</b> <input type="text"/>	<b>SORT CODE:</b> <input type="text"/>
<b>NAME OF BANK:</b> .....	
<b>NAME OF ACCOUNT HOLDER:</b> .....	

**PLACE OF BIRTH IN THE UK: YES  NO**

**IF BORN OUTSIDE THE UK:**

<b>MARRIED</b>	<b>DIVORCED</b>	<b>SINGLE</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**DATE OF BIRTH:**

dd / MM / yyyy	<b>CURRENT AGE</b>
<input type="text"/>	<input type="text"/>

<b>HEIGHT:</b>	<input type="text"/>	<b>WEIGHT:</b>	<input type="text"/>	<b>COLOUR OF EYES:</b>	<input type="text"/>
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**3. PERSON/NEXT OF KIN TO BE CONTACTED IN ANY EMERGENCY:**

<b>NAME:</b>	<b>RELATIONSHIP: PARENT/WIFE/PARTNER</b>
<input type="text"/>	<input type="text"/>
<b>TELEPHONE NUMBER:</b>	
<input type="text"/>	

**4. HAVE YOU EVER APPEARED BEFORE A COURT CHARGED WITH A CRIMINAL, CIVIL OR MILITARY OFFENCE AND BEEN CONVICTED (INCLUDING ANY MOTORING OFFENCES)? HAVE YOU ANY ALLEGED OFFENCES OUTSTANDING?**

YES <input type="checkbox"/> NO <input type="checkbox"/>	IF YES, GIVE DETAILS:
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**5. PERSONAL REFEREES**

PLEASE GIVE DETAILS OF TWO PEOPLE, OTHER THAN FAMILY WHO HAVE KNOWN YOU FOR AT LEAST 2 YEARS OUT OF THE LAST 5 YEARS WHO WE CAN APPROACH FOR A REFERENCE:

Name:
Address:
Period Known:
TEL NO:

Name:
Address:
Period Known:
TEL NO:

**6. PERSONAL HISTORY (PART A)**

THE SECURITY SCREENING PROCESS REQUIRES THAT WE ARE ABLE TO VERIFY YOUR PERSONAL HISTORY FOR A PERIOD OF TEN OR FIVE YEARS OR TO DATE OF LEAVING SCHOOL. PLEASE GIVE DETAILS OF YOUR PERSONAL HISTORY, IDENTIFY IN THE SPACE PROVIDED ALL PERIODS OF EMPLOYMENT SELF EMPLOYMENT, REGISTERED OR UNREGISTERED UNEMPLOYMENT (STATE THE UNEMPLOYMENT OFFICE WHICH YOU REPORTED TO), MILITARY SERVICE. BE SURE TO GIVE FULL ADDRESSES INCLUDING, TELEPHONE NUMBERS AND DATES.

EMPLOYERS NAME, ADDRESS	NAME OF THE PERSON YOU REPORTED TO.	POSITION YOU HELD	EMPLOYMENT DATES (dd/MM/yyyy)	REASON FOR LEAVING	
TELE No:			FROM /   / TO /   /		<b>1</b>
TELE No:			FROM /   / TO /   /		<b>2</b>
TELE No:			FROM /   / TO /   /		<b>3</b>
TELE No:			FROM /   / TO /   /		<b>4</b>
TELE No:			FROM /   / TO /   /		<b>5</b>

TELE No:			FROM / / TO / /	6
TELE No:			FROM / / TO / /	7
TELE No:			FROM / / TO / /	8

## 7. PERSONAL HISTORY (PART B)

IN THE CASE OF PERIODS OF SELF-EMPLOYMENT PLEASE GIVE NAMES AND ADDRESSES OF SOMEONE WHO CAN CONFIRM YOUR DETAILS (ie; BOOK KEEPER, ACCOUNTANT, and OR SOLICITOR).

STATUS	ANSWER		CLARIFICATION IF YES
	Yes	No	
HAVE YOU EVER BEEN MADE BANKRUPT?	<input type="checkbox"/>	<input type="checkbox"/>	
DO YOU HAVE ANY COUNTY COURT JUDGEMENTS	<input type="checkbox"/>	<input type="checkbox"/>	
DO YOU OBJECT TO THE COMPANY CONTACTING A CREDIT AGENCY WITH REFERENCE TO YOURSELF?	<input type="checkbox"/>	<input type="checkbox"/>	

## 8. DETAILS OF WHEN YOU LEFT SCHOOL & IF YOU ATTENDED COLLEGE IN THE LAST 10 YEARS

SCHOOL NAME: (secondary only)	TOWN/CITY:	DATE YOU LEFT SCHOOL (dd/MM/yyyy):	COLLEGE & DATES (dd/MM/yyyy):

## 9. MEDICAL INFORMATION

DO YOU SUFFER FROM ANY ILLNESS OR DISABILITY?  YES <input type="checkbox"/> NO <input type="checkbox"/>	IF YES PLEASE SPECIFY:

**Employees working on night duties may be required to undertake a medical. For further information, contact head office.**

**READ THIS SECTION CAREFULLY BEFORE YOU SIGN THE STATEMENT**

1. IF OFFERED EMPLOYMENT IT WILL BE INITIALLY FOR A PROBATIONARY PERIOD OF 16 WEEKS. AFTER A PERIOD OF 12 WEEKS FROM START DATE FOR SCREENING:
2. DURING THE PROBATIONARY PERIOD YOUR CONTRACT OF EMPLOYMENT MAY BE TERMINABLE BY THE "COMPANY" BY NO LESS THAN 24 HOURS NOTICE IN WRITING. THIS APPLIES TO SCREENING PERIOD ALSO.
3. CONTINUED EMPLOYMENT IS CONDITIONAL UPON SATISFACTORY SCREENING, MEDICAL AND GENERAL PERFORMANCE.

**STATEMENT TO BE SIGNED BY APPLICANT**

I \_\_\_\_\_ CERTIFY THAT TO THE BEST OF MY KNOWLEDGE, THE INFORMATION I HAVE GIVEN IS COMPLETE AND CORRECT, I UNDERSTAND THAT MISREPRESENTATION OF FACTS IS GROUNDS FOR IMMEDIATE DISMISSAL AND RENDERS ME LIABLE FOR PROSECUTION.

I AUTHORISE THE COMPANY TO APPROACH ANY GOVERNMENT AGENCIES, FORMER EMPLOYERS, CREDIT AGENCIES AND PERSONAL REFEREES TO VERIFY THE INFORMATION GIVEN, AND WILL SUPPLY A STATUTORY DECLARATION IF REQUIRED (I GIVE PERMISSION FOR MY PRESENT EMPLOYER TO BE APPROACHED).

APPLICANTS

SIGNATURE: \_\_\_\_\_ DATE (dd/MM/yyyy) : \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**FOR OFFICE USE ONLY**

ASSOCIATED DOCUMENTS	SEEN		DATE (DD/MM/YYYY)	COPY RETAINED	
	Yes	No		Yes	No
Birth Certificate/Passport	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
S.I.A. Licence	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Service Record	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Utility Bill/Bank Statement	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

N.B. PHOTOCOPIES OF ONE THE ABOVE DOCUMENTS ARE TO BE INCLUDED WITHIN VETTING PAPERS.

**INTERVIEWERS ASSESSMENT (office use only)**

Sense Tests a) colour blindness OK/FAILED b) Hearing OK/FAILED c) Smell OK/FAILED

INTERVIEWERS SIGNATURE: \_\_\_\_\_ DATE(dd/MM/yyyy): \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**I HAVE CHECKED THE DETAILS OF THIS APPLICATION FORM AND CONFIRM THAT ALL INFORMATION IS CORRECT AT TIME OF INTERVIEW.**

**PRINT NAME..... SIGN.....**

**Before proceeding with this application form**

**Notice to all Applicants**

USGGB LTD Conforms to the Standard of BS 7858 and as such all applicants must undergo a security screening process.

- 1 The application must be completed in full.
- 2 A full 5-year work history (or in the case of a younger applicant a 10 year if the company requires the latter for client or insurance reasons)
- 3 Personal references
- 4 Proof of ID
- 5 Proof of address
- 6 Medical history
- 7 National Insurance Check
- 8 Criminal Records Bureau Screening via the S.I.A.

As to enable us to process your application please supply the following in full:

- 1 Full names, addresses and telephone numbers of previous employers
- 2 Full names, addresses and telephone numbers of personal references
- 3 Full details of any unemployment

Please bring the following items to your interview:

- 1 Birth certificate
- 2 Passport (if held)
- 3 Two recent utility bills
- 4 Driving licence (if held)
- 5 Two passport size photographs
- 6 Bank details
- 7 P45 if you have one

Failure to complete this application form could result in your application being delayed or rejected. Any information supplied that is found to be fraudulent would result in dismissal or in some cases legal action being taken.

Before proceeding with this application

- 1 Do you agree to a S.I.A. Criminal record check being carried out? **YES**  **NO**
- 2 Do you fully understand the potential consequences? **YES**  **NO**
- 3 Do you agree to a credit check taken via a credit agency regards to yourself **YES**  **NO**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date (dd/MM/yyyy): \_\_\_\_ / \_\_\_\_ / \_\_\_\_