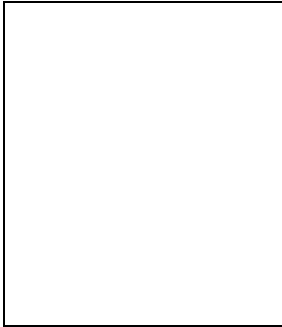




Horizon Security Services Limited
187 Romford Rd
Stratford
London E15 4JF

Tel: 0208 519 3151
Fax: 0208 519 4545
Website: www.horizon-security.co.uk
Email: info@horizon-security.co.uk



Application Form

Position applied for:

Full-time Part-time Temporary Nights only

Knowledge of vacancy from:

Newspaper: Please state which Newspaper:

Job Centre: Please state which Job Centre:

Horizon Employee: Name of Employee who recommended you:

Ex- Employee:

Word of Mouth Where did you hear of Horizon Security Services Ltd?

Horizon Website

Other: Please state:

Please Tick As Appropriate	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>
Marital Status:				
PERSONAL DETAILS				
SURNAME				
SURNAME AT BIRTH (IF DIFFERENT)				
FIRST NAME(S)				
MIDDLE NAME(S)				
PLACE OF BIRTH				
NATIONALITY				
PREVIOUS NATIONALITY (IF DIFFERENT)				
NATIONAL INSURANCE NUMBER :				
NUMBER OF CHILDREN/ DEPENDANTS:				
PLEASE LIST PRESENT AND ALL PERMANENT ADDRESSES OVER THE LAST 5 YEARS				
PRESENT ADDRESS	OTHER ADDRESSES			
.....			
.....			
.....			
Post Code.....	Post Code.....			
SINCE (MMYYYY).....	SINCE (MMYYYY).....			
EMAIL:				
TELEPHONE NUMBER:		MOBILE NUMBER:		
PERMANENT ADDRESS OUTSIDE THE UK IN THE LAST 5 YEARS –(excluding vacations)				
FROM (MMYYYY)		TO (MMYYYY)		
EMERGENCY CONTACT				
Emergency Contact's Name				
Address				Post Code:
Relationship				
Telephone Nos. Home		Work	Mobile.....	

EMPLOYMENT AND UNEMPLOYMENT RECORD

Please provide details for the last 5 years (start with the most recent). Include ALL periods of employment, unemployment, education and self-employment within the last 5 years.

Important – Full addresses and contact telephone numbers are required. If you are still presently employed, please give notice period.

NAME & ADDRESS OF EMPLOYER	DATES FROM TO (MONTH/YEAR)	JOB TITLE	SALARY	REASON FOR LEAVING
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Employer or Job Centre Name and Address: Telephone No.: Fax No.: Email: Permission to Contact: Yes <input type="checkbox"/> No <input type="checkbox"/>				Notice period
Employer or Job Centre Name and Address: Telephone No: Fax No: Email:				
Employer or Job Centre Name and Address: Telephone No: Fax No: Email:				
Employer or Job Centre Name and Address: Telephone No: Fax No: Email:				
Employer or Job Centre Name and Address: Telephone No: Fax No: Email:				
Employer or Job Centre Name and Address: Telephone No: Fax No: Email:				

Please complete the following by providing full details or answer NONE. A dash is not sufficient.

Have you been fined, sentenced to imprisonment, 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, or is any action pending? Motoring offences, except for parking fines should be detailed.

Note: For offences where the prescribed Rehabilitation Period has been completed, answer NONE.

NATURE OF OFFENCE	COURT	DATE	LIABILITY INCURRED

Have you ever been subject to bankruptcy proceedings or court judgments for debt or are there any proceedings pending?

Yes No

If yes please give details

Amount: £

PLEASE GIVE DETAILS IF YOU HAVE BEEN PREVIOUSLY EMPLOYED BY HORIZON SECURITY SERVICES LTD

DO YOU HOLD A CURRENT DRIVING LICENCE?

PROVISIONAL

YES

NO

IF SO IS IT FREE OF ENDORSEMENTS?

YES

NO

USE OF VEHICLE?

YES

NO

EDUCATION & TRAINING – PLEASE PROVIDE DETAILS OF SECONDARY AND FURTHER EDUCATION

NAME & ADDRESS	DATES	SUBJECTS	QUALIFICATIONS

UNIFORM SIZE

COLLAR.....

CHEST.....

WAIST.....

INSIDE LEG.....

SECURITY QUALIFICATIONS – Do you hold any of the following certificates?

SECURITY GUARDING	<input type="checkbox"/> YES	<input type="checkbox"/> NO
DOOR SUPERVISION	<input type="checkbox"/> YES	<input type="checkbox"/> NO
PUBLIC SPACE SURVEILLANCE (CCTV)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
CLOSE PROTECTION	<input type="checkbox"/> YES	<input type="checkbox"/> NO
KEY HOLDING	<input type="checkbox"/> YES	<input type="checkbox"/> NO
CSCS	<input type="checkbox"/> YES	<input type="checkbox"/> NO
TRAFFIC MARSHAL	<input type="checkbox"/> YES	<input type="checkbox"/> NO
BANKSMAN	<input type="checkbox"/> YES	<input type="checkbox"/> NO
FIRE MARSHAL	<input type="checkbox"/> YES	<input type="checkbox"/> NO
FIRST AID	<input type="checkbox"/> YES	<input type="checkbox"/> NO

OTHER PROFESSIONAL QUALIFICATIONS

LEISURE INTERESTS

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PLEASE GIVE ANY FURTHER INFORMATION BELOW IN SUPPORT OF YOUR APPLICATION

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PLEASE PROVIDE DETAILS OF **TWO** PEOPLE WHO YOU HAVE KNOWN AT LEAST **5** YEARS AND CAN BE CONTACTED TO PROVIDE A PERSONAL REFERENCE (other than your employers and family members).

Name	Name
Address	Address
.....
.....
Post Code	Post Code
Tel No.	Tel No.

DO YOU HAVE ANY HOLIDAYS BOOKED IN THE NEAR FUTURE? IF SO PLEASE GIVE DETAILS.

.....

.....

WE ARE AN EQUAL OPPORTUNITY EMPLOYER. TO ENABLE US TO MONITOR THIS EFFECTIVELY, PLEASE STATE YOUR ETHNIC ORIGIN.

.....

DECLARATION OF CONSENT

I understand and agree that any offer of employment is conditional to the verification and satisfaction of the information provided on the application form.

I confirm that the information I have provided on the application form is true and complete to the best of my knowledge.

I also understand that it may be a criminal offence to attempt to obtain employment deception; and that any misrepresentation, omission of a material fact or deception will be cause for immediate cancellation of consideration of employment; or dismissal if already employed.

I hereby authorise Horizon Security Services Ltd to verify information presented on my application form, which may include sensitive personal data for the purposes of the Data Protection Act 1998. I authorise Horizon Security Services Ltd to perform reference checks of my employment, including current employment (current employers will only be checked in the event that I have accepted an offer of employment from Horizon Security Services Ltd) and to contact the department of Work and Pensions to confirm periods of unemployment (if applicable).

I hereby understand and accept that, where applicable in respect of my employment history, this data may be sent and processed outside the United Kingdom in a country without specific data protection laws.

I understand that Horizon Security Services Ltd may terminate my employment if any unsatisfactory reference is received from my current employer after I have accepted a role with Horizon Security Services Ltd.

I confirm my consent is explicit, fully informed and freely given for the purpose of the Act.

CHECKS TO BE CARRIED OUT

- Passport/ ID & relevant visas – right to work in the UK
- Residency check
- County Court Judgment/ Bankruptcy checks
- 5 year employment check

Signed

Date