



**APPLICATION FORM FOR EMPLOYMENT**

All information given on this form will be treated in strict confidence however we are obliged to inform you that your personal data will be used for the purpose of screening. Any documents presented to establish identity and proof of residence may be checked using an Ultra Violet Scanner or other method to deter identity theft and fraud. Please read this form carefully before completion in your own handwriting. Please delete where not applicable. Any document submitted that appears to be a forgery will be reported to the relevant authority.

We will not be able to employ any person, under the terms of the Asylum and Immigration Act 1996, who cannot produce a valid work permit or visa.

In accordance with NSI requirements a full traceable employment record for the last 10 years is required.

Position Applied For: .....

**PERSONAL INFORMATION.**

**NEXT OF KIN.**

Surname.....Mr/Mrs/Ms/Miss. Name.....

First Names..... Relationship.....

Address..... Tele. Home.....

..... Tele. Work.....

.....

**CHILDREN IF ANY**

Date of Birth.....AGE..... First Names---Sex---Date of Birth.

Place of Birth..... 1.....

Nationality..... 2.....

Telephone. No. Private..... 3.....

Business..... 4.....

Mobile..... 5.....

Married or with Partner/Widow(er)/Divorced/Single. Maiden Name.....

**EDUCATION AND QUALIFICATIONS.**

Schools: From age 11 \_\_\_\_\_ Dates \_\_\_\_\_ Examinations passed.

Name.....

Address.....

.....

**FURTHER EDUCATION.**

Name.....

Address.....

.....

**Davenheath-OTS Fire & Security Ltd**

Head Office: Unit 3, Kingfisher House, Trinity Business Park, Trinity Way, London, E4 8TJ

Tel: 020 8531 2003 Fax: 020 8531 9105 Email: [admin@davenheathots.co.uk](mailto:admin@davenheathots.co.uk)

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.....  
Are you still studying? Please give details.....

.....

**APPLICATION**

Have you previously applied for a position with the company?.....

If so please give details.....

What level of salary are you looking for? £.....Per Annum / £.....Per Week

How did you know a vacancy existed?.....

List any persons in our employ with whom you are well acquainted. ....

.....

**PRESENT OR LAST EMPLOYER (INCLUDING CHARACTER REFERENCE)**

Name and Full Address.....

.....

Telephone No. ....Contact Name.....

Nature of Business.....

From ..... To.....Salary £ PA.....

Other benefits.....

Reason for leaving.....

Period of notice required.....

**PREVIOUS EMPLOYERS IN CHRONOLOGICAL ORDER.**

**1.Name and Full Address.....**

.....

Telephone No. ....Contact Name.....

Nature of Business.....

From ..... To.....Salary £ PA.....

Other benefits.....Reason for leaving.....

**2.Name and Full Address.....**

.....

Telephone No. ....Contact Name.....

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Nature of Business.....

From ..... To.....Salary £ PA.....

Other benefits.....Reason for leaving.....

**3.Name and Full Address.....**

.....

Telephone No. ....Contact Name.....

Nature of Business.....

From ..... To.....Salary £ PA.....

Other benefits.....Reason for leaving.....

**4.Name and Full Address.....**

.....

Telephone No. ....Contact Name.....

Nature of Business.....

From ..... To.....Salary £ PA.....

Other benefits.....Reason for leaving.....

**SERVICES IN H.M. FORCES.**

Length of Service..... Branch of Service.....

Type of Service..... Rank last held.....

**REFERENCES.**

May we contact your previous employers for a reference?.....**YES/NO**

If **NO** state reason.....

Please be aware that if permission to contact a current employer is withheld until an offer of provisional employment is made, you are informed that it is a condition of provisional employment that the offer will be withdrawn if the security screening is not concluded satisfactorily.

We will require verbal references from your last and previous employers covering the last 5 years and written references from your last and previous employers covering the last 10 years. These are NSI Rules and Regulations to which organisation we are accredited, as well as conforming to BS7858:2006. Although at this stage we will **not** approach your existing employers until your written permission is given or until you leave your existing employment, we are obliged to point out to you that you will be employed in the security industry and as such high standards with respect to honesty and integrity have to be maintained.

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**PERSONAL CHARACTER REFERENCES**

Will you please also supply the names of two personal character referees who are able to supply us with a character reference. Family members will not be acceptable nor people living at the same address. These referees will be contacted by phone and in writing. You must have known these referees for a minimum of 2 years within the last 5 years.

1.Name.....  
Address.....  
.....  
Tele. No.....  
How long have you known this referee? Years.....  
In what capacity do you know this referee?.....

2. Name.....  
Address.....  
.....  
Tele. No.....  
How long have you known this referee? Years.....  
In what capacity do you know this referee?.....

**HEALTH.**

Have you ever suffered from any serious illness?.....**YES/NO.**

If **YES** please give details.....

Do you agree to undertake a medical examination if required?..... **YES/NO.**

Are you a registered disabled person?.....**YES/NO**

**SECURITY SCREENING.**

Do you agree to submit to our company screening policy, and willingly assist in all enquiries?..... **YES/NO**

To verify your residential details we require sight of an original utility bill or bank statement which bears your address. We will also require sight of a Driving Licence or Passport which contains a picture of yourself.

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**OTHER INFORMATION.**

Have you ever been convicted of any criminal offence, including spent convictions? **YES/NO**

If **YES** please give details.....

Is there any court action pending that you must attend?..... **YES/NO.**

If **YES** please give details.....

If **No** are you prepared to swear a statutory declaration to this effect?.....

Do you possess a current full driving licence?..... **YES/NO.**

If **YES** list details of any convictions.....

Have you had any accidents in which you were driving?..... **YES/NO.**

If **YES** please give details.....

Have you been employed by **Davenheath-OTS Fire & Security Ltd** before?..... **YES/NO**

If so: - From ..... To ..... Location .....

I hereby agree that **Davenheath-OTS Fire & Security Ltd** may terminate my employment, without notice, if any of the above information is found to be false, in particular information concerning criminal convictions. This is due to the type of work undertaken by the company.

Signed..... Date.....  
**Applicant for Employment**

Signed ..... Date.....  
**Interviewer**