



## **APPLICATION FORM**

***Strictly Private and Confidential***

### **Security Screening and Vetting**

- This 5-year application form, when fully completed, ensures compliance with British Standard 7858:2019 – Security Screening of Individuals Employed in a Security Environment.
- Your potential employment with SB Security Solutions Ltd is dependent on successful security screening.
- Security screening will not begin unless this application form has been completed in full.
- Failure to do so with likely result in a delay in employment.
- Please answer all questions in BLOCK CAPITALS using black ink
- Please ensure all signatures are handwritten
- If a question does not apply to you, please write N/A
- All employment references will be contacted during the screening process
- If you do not have space to provide all information required, please continue onto a separate piece of paper, and submit alongside your application form
- If you have any questions about filling in this application, please contact the head office on 02392 598 467

### **PART 1 – PERSONAL INFORMATION**

Position Applied for: \_\_\_\_\_

Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other: \_\_\_\_\_

Forenames: \_\_\_\_\_

Surname: \_\_\_\_\_

Former Names *(Please list all previous first names and surnames if applicable)*:

Forenames: \_\_\_\_\_ Surname: \_\_\_\_\_

Forenames: \_\_\_\_\_ Surname: \_\_\_\_\_

National Insurance Number: \_\_\_\_\_ Date of Birth (DD/MM/YY): \_\_\_\_\_

Place of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

### **RIGHT TO WORK**

Are you subject to Immigration Control? **Yes** ☐ **No** ☐ *(If no, please proceed onto contact information)*

Do you have unrestricted entitlement to employment in the UK? **Yes** ☐ **No** ☐

When is your right to work due to expire (DD/MM/YY): \_\_\_\_\_

Are there any restrictions to your right to work (Please list): \_\_\_\_\_

### **CONTACT INFORMATION**

Mobile Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### **ADDRESS HISTORY**

Please list the addresses you have lived at for the last 5 years. Please include the addresses in full, including post codes, and provide dates you lived at the addresses. If you require additional information space, please continue onto a separate piece of paper.

Current Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Date From (MM/YY): \_\_\_\_\_ Date to (MM/YY): \_\_\_\_\_



Previous Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Date From (MM/YY): \_\_\_\_\_ Date to (MM/YY): \_\_\_\_\_

Previous Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Date From (MM/YY): \_\_\_\_\_ Date to (MM/YY): \_\_\_\_\_

Previous Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Date From (MM/YY): \_\_\_\_\_ Date to (MM/YY): \_\_\_\_\_

Previous Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Date From (MM/YY): \_\_\_\_\_ Date to (MM/YY): \_\_\_\_\_

#### MANDATORY TRAINING

Do you currently hold an active SIA Licence: **Yes** ☐ **No** ☐

*Please note we require all security staff to hold an active SIA Licence*

SIA Licence Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Type of Licence: Door Supervision ☐ Close Protection ☐ Security Guard ☐ CCTV ☐

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Type of Licence: Door Supervision ☐ Close Protection ☐ Security Guard ☐ CCTV ☐

Have you completed your ACT Training within the last year? **Yes** ☐ **No** ☐

*ACT Training is not required for the application process but will be required prior to your first day of employment*

Please provide dates when you last completed your ACT Training

ACT Awareness: \_\_\_\_\_

ACT Security: \_\_\_\_\_

#### DRIVING LICENCE

Do you hold a valid driving licence: **Yes (Full Licence)** ☐ **Yes (Provisional Licence)** ☐ **No** ☐

Have you ever been disqualified from driving: **Yes** ☐ **No** ☐

Please provide details of any driving convictions or endorsements received in the last 5 years:

\_\_\_\_\_  
\_\_\_\_\_

#### NEXT OF KIN - EMERGENCY CONTACT DETAILS

Please provide details of one person who should be contacted in the event of an accident or emergency.

Full Name: \_\_\_\_\_

Relationship to you: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Home Number: \_\_\_\_\_ Work Number: \_\_\_\_\_



## PART 2 – EMPLOYMENT, UNEMPLOYMENT AND EDUCATION

In line with BS7858: Security Screening of Individuals Employed in a Security Environment, we must obtain evidence of employment, education and unemployment for the previous 5 years for individuals due to start work with us. Please provide as much information as possible to enable us to carry out our checks efficiently. We will contact previous employers and education establishments to obtain references. If we are unable to obtain references, for any reason, we will contact you for further documentation. If additional space is required, please continue onto a separate piece of paper.

### EMPLOYMENT

**Current/Previous place of work:** \_\_\_\_\_

Address: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Position Held: \_\_\_\_\_

From (MM/YY): \_\_\_\_\_ To (MM/YY): \_\_\_\_\_

Reason for Leaving (if applicable): \_\_\_\_\_

**Previous place of work:** \_\_\_\_\_

Address: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Position Held: \_\_\_\_\_

From (MM/YY): \_\_\_\_\_ To (MM/YY): \_\_\_\_\_

Reason for Leaving (if applicable): \_\_\_\_\_

**Previous place of work:** \_\_\_\_\_

Address: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Position Held: \_\_\_\_\_

From (MM/YY): \_\_\_\_\_ To (MM/YY): \_\_\_\_\_

Reason for Leaving (if applicable): \_\_\_\_\_

**Previous place of work:** \_\_\_\_\_

Address: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Position Held: \_\_\_\_\_

From (MM/YY): \_\_\_\_\_ To (MM/YY): \_\_\_\_\_

Reason for Leaving (if applicable): \_\_\_\_\_



**Previous place of work:** \_\_\_\_\_

Address: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Position Held: \_\_\_\_\_

From (MM/YY): \_\_\_\_\_ To (MM/YY): \_\_\_\_\_

Reason for Leaving (if applicable): \_\_\_\_\_

**Previous place of work:** \_\_\_\_\_

Address: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Position Held: \_\_\_\_\_

From (MM/YY): \_\_\_\_\_ To (MM/YY): \_\_\_\_\_

Reason for Leaving (if applicable): \_\_\_\_\_

### EDUCATION

**Course Title:** \_\_\_\_\_

College/University/Education Establishment: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Full Time or Part Time: \_\_\_\_\_

From (MM/YY): \_\_\_\_\_ To (MM/YY): \_\_\_\_\_

**Course Title:** \_\_\_\_\_

College/University/Education Establishment: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Full Time or Part Time: \_\_\_\_\_

From (MM/YY): \_\_\_\_\_ To (MM/YY): \_\_\_\_\_

**Course Title:** \_\_\_\_\_

College/University/Education Establishment: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Full Time or Part Time: \_\_\_\_\_

From (MM/YY): \_\_\_\_\_ To (MM/YY): \_\_\_\_\_



### UNEMPLOYMENT

Please provide details of unemployment such as living off savings, claiming universal credit, claiming jobseekers allowance, travelling etc.

**Type of Unemployment:** \_\_\_\_\_

From (MM/YY): \_\_\_\_\_ To (MM/YY): \_\_\_\_\_

Additional Information: \_\_\_\_\_

**Type of Unemployment:** \_\_\_\_\_

From (MM/YY): \_\_\_\_\_ To (MM/YY): \_\_\_\_\_

Additional Information: \_\_\_\_\_

**Type of Unemployment:** \_\_\_\_\_

From (MM/YY): \_\_\_\_\_ To (MM/YY): \_\_\_\_\_

Additional Information: \_\_\_\_\_

### PART 3 – OFFENCES, CAUTIONS AND CONVICTIONS

Under the Rehabilitation of Offenders Act 1974, individuals who have a 'spent' conviction, are to be treated as if the offence, conviction or sentence had never occurred. Therefore, it is not necessary for such offences to be disclosed.

Do you have any prosecutions pending? Or have you been convicted of a criminal offence which cannot, at this time, be considered 'spent' as per the Rehabilitation of Offenders Act 1973:

Yes ☐ No ☐

If you answered Yes, please provide details on a separate piece of paper. We would advise you seal the information in a plain envelope marked 'Private and Confidential' and attach it to the application form. Please be assured, any information provided will be dealt with in the strictest confidence.

### PART 4 – FINANCE

As part of the BS7858: 2019 requirements, we must conduct a consumer information check with a credit reference agency. Please answer the below financial questions. Failure to answer correctly will likely result in a delay in your start date while we investigate discrepancies.

Have you ever been declared bankrupt or insolvent? Yes ☐ No ☐

Are you the subject of any County Court Judgement (CCJ) or proceedings? Yes ☐ No ☐

If you have answered Yes to any of the above questions, please provide details: \_\_\_\_\_

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## **PART 5 – MEDICAL INFORMATION**

SB Security Solutions Ltd comply with section 60 of the Equality ACT Code of Practice and ensure all applicants are selected for employment based on their ability. Employment offers are conditional on several issues, including fulfilling all requirements of BS7858:2019 Security Screening of Individuals Employed in a Security Environment. Should your application be successful we will require the completion of a Health Questionnaire, which ensures we are aware of any adjustments we may need to make, to accommodate your needs.

Due to the nature of our work, which is predominantly events/festivals and building security, it is in both our interests that you consider the positions which may be required to work in, such as:

- A stage with loud music
- A stage with strobe lighting
- Festival with dusty fields
- Working in crowded areas
- Raising and lowering barriers
- Lone working roles

Given the above working environments, please consider if there are any medical issues that you think we may need to know, to make reasonable adjustments. If you feel there is any information we require at this stage of the recruitment process, please provide details below: \_\_\_\_\_

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**PLEASE SIGN AND DATE THE NEXT PAGE AND FORWARD YOUR APPLICATION FORM TO THE FOLLOWING POSTAL OR E-MAIL ADDRESS:**

**Admin Department  
SB Security Solutions Ltd  
Unit 4a Aysgarth Road  
Waterlooville  
Hampshire  
PO7 7UG  
Tel: 02392 598467  
[katie.benger@sbsecuritysolutions.co.uk](mailto:katie.benger@sbsecuritysolutions.co.uk)**



## **DECLARATION**

I certify that to the best of my knowledge, the information that I have given in my application for employment is true and complete and I understand that any false statement or omission to SB Security Solutions Ltd or its representatives may lead to termination of employment without notice. I understand and agree that if required I will make a Statutory Declaration in accordance with the provisions of the Statutory Declaration Act 1835 in confirmation of previous employment or unemployment. I authorise SB Security Solutions Ltd or its agents to approach government agencies, former employers, educational establishments and criminal justice agencies for information relating to and verification of my employment/unemployment record.

I consent to SB Security Solutions Ltd reasonable processing of any personal information obtained for the purposes of establishing my medical condition and future fitness to perform my duties. I accept that I may be required to undergo a medical examination where requested by SB Security Solutions Ltd. Subject to the Access to Medical Records Act 1988, I consent to the results of such examinations to be given to SB Security Solutions Ltd and authorise the company to make a consumer information search with a credit reference agency, which will keep a record of that search and may share that information with other credit reference agencies.

I further declare that any documents I provide, as proof of my identity, proof of address, proof of right to work or any other information, is genuine and give my consent for these documents to be examined under a UV scanner or similar device. I acknowledge that any falsified documents may be reported to the appropriate authority.

### **GDPR AND DATA PROTECTION ACT 2018**

SB Security Solutions Ltd will use the information you have provided on your application form, together with any information which we obtain with your consent from third parties, for assessing your suitability for employment. It may be necessary to disclose your information to our agents and other service providers.

By returning this form to SB Security Solutions Ltd, you consent to our processing of your personal data where this is necessary, for example information about your credit status or criminal offences.

Your information will be held on our computer database and in our paper filing systems. By signing below, you agree to this process and confirm that you have provided genuine information regarding your criminal record subject to the current rehabilitation of offender's act and amendments thereof.

### **DISCLOSURE**

You are applying for a position of trust and in the event of being offered employment by SB Security Solutions Ltd we may apply for a disclosure if your role requires it. Disclosure information is treated in a sensitive manner and is restricted to those who need to see it to make a recruitment decision. By signing this document, you allow the company to see a copy of the disclosure. The disclosure information will be retained for a timescale as recommended by the disclosure and barring service code of practice. By signing below, you agree to this process

### **SCREENING**

Any offer of employment is subject to satisfactory screening in compliance with BS7858:2019, that the applicant consents to being screened and will provide information as required. Screening must be completed within 12 weeks of your employment start date. That the information provided is correct, and the applicant acknowledges that any false statements or omissions could lead to termination of employment.

**Applicants Name:** \_\_\_\_\_

**Applicants Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## INTERVIEW DOCUMENTATION

Please note, you will be required to bring your current and active SIA Licence and identification documentation to your interview. If you are subject to immigration control you must provide documentation showing you can work within the UK. All documents provided may be photocopied at the time of interview to assist with the screening process.

Interviewees are required to show:

- One document from Group 1
- Two further documents from either Group 1, Group 2a or Group 2b

At least one document must show the applicant's current address.

### Group 1: Primary Identity Documents

Document	Notes
Passport	Any current and valid passport. A UK passport can be expired up to 6 months
e-Visa	Accessed via the 'View and Prove' service. The share code requested by the applicant should be a 'general' share code. If you do not have a UKVI account to access your e-Visa you can create one online via <a href="http://www.gov.uk/get-access-evisa">www.gov.uk/get-access-evisa</a>
Biometric Residence Permit (BRP)	UK. A BRP showing Indefinite Leave to Remain, Indefinite Leave to Enter or No Time Limit can be used up to 18 months past the expiry date of the BRP. BRP holders are encouraged to create an account and access their e-Visa
Application Registration Card (ARC)	Issued by the Home Office. Must be checked against the Home Office Employer Checking Service – <a href="http://www.gov.uk/employee-employment-status">www.gov.uk/employee-employment-status</a>
Current driving licence photocard – (full or provisional)	Current and valid photocard driving licence issued by UK, Isle of Man, and Channel Islands. From 8 June 2015, the paper counterpart to the photocard driving licence will not be valid and will no longer be issued by DVLA
Birth Certificate – issued within 12 months of birth	UK, Isle of Man, and Channel Islands – including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces. Must be original birth certificate. Certified copies are a group 2a document
Adoption Certificate	UK and Channel Islands

### Group 2a: Trusted Government Documents

Document	Notes
Current driving licence photocard – (full or provisional)	Current and Valid. All countries outside the UK (excluding Isle of Man and Channel Islands)
Current driving licence (full or provision) – paper version (if issued before March 2000)	Current and Valid. UK, Isle of Man, and Channel Islands. For paper licence to be valid it must be issued before March 2000 and all information including name and address, must be up to date
Birth certificate – issued after time of birth	UK, Isle of Man, and Channel Islands
Marriage/civil partnership certificate	UK and Channel Islands
HM Forces ID card	UK
Firearms licence	UK, Isle of Man, and Channel Islands

### Group 2b: Financial and Social History Documents

Documents	Notes	Issue date and validity
Mortgage statement	UK	Issued in the last 12 months

Bank or building society statement	UK and Channel Islands. A print off of a bank statement that is endorsed with a stamp and signed by the bank is acceptable if you cannot have hard copy bank statements posted to you	Issued in the last 3 months
Bank or building society statement	Countries outside the UK	Issued in last 3 months – branch must be in the country where the applicant lives and works
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK	Issued in last 3 months
Financial statement, for example pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands. Cannot be online document	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Utility bill	UK – not mobile telephone bill. Cannot be printed from an online account	Issued in last 3 months
Benefit statement, for example Child Benefit, pension	UK	Issued in last 3 months
Central or local government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, Local Authority	UK and Channel Islands – a letter confirming entitlement to benefits. For example: Personal Independence Payment (PIP), free school meals, universal credit, asylum support etc	Issued in last 12 months
HMRC self-assessment letter or tax demand letter	UK	Issued in last 12 months
European Health Insurance Card (EHIC) or Global Health Insurance Card (GHIC)	UK	Must still be valid
EEA National ID card		Must still be valid
Irish Passport Card	Cannot be used with an Irish passport	Must still be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man, and Channel Islands. Digital PASS cards are acceptable where they have been issued by an approved digital PASS provider and QR code has been used to confirm details	Must still be valid
Letter from head teacher, college principal, apprenticeship provider	UK – for 16 to 19 year olds in full time education or on an apprenticeship – only used in exceptional circumstances if other documents cannot be provided	Issued in the last month

If you have any questions, please contact the head office on 02392 598 467, or via e-mail to [katie.benger@sbsecuritysolutions.co.uk](mailto:katie.benger@sbsecuritysolutions.co.uk)