



THE OLD STUDIO
31 HYDE PARK ROAD, LEEDS, LS6 1PY
 Tel: 0345 8383400 Fax: 0345 8383401

SUBCONTRACTOR APPLICATION FORM

- Notes: 1. **PLEASE ANSWER ALL QUESTIONS.** Write No or Nil if a question does not apply to you.
 2. Please write in black or blue ink.
 3. All personal information is covered by the Data Protection Act 1984
 4. Be sure to read and sign the certificate and declaration at the end of the document

INCOMPLETE FORMS WILL NOT BE PROCESSED

Rev February 2015/Form 013

Type of employment applied for	Full Time	Position applied for
	Part Time	

Mr/Mrs/Miss/Ms _____ Forenames (in full): _____ Surname: _____ Former names (if any): _____	Current Address: _____ _____ _____ How long Have you been at your present address? If less than 3 years see below.
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Place of Birth: _____ Country of Birth: _____ Nationality: _____ NI No: _____	Previous addresses (incl. dates): _____ _____ _____ _____ A full 3 years must be covered including your current address
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Home Telephone Number: _____	Mobile Number: _____
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Person to be contacted in case of an emergency:	
Name: _____	Work telephone: _____
Address: _____	Home telephone: _____
Relationship: _____	

Have you any relatives working for this Company? _____	Have you previously applied for or worked for this Company? _____
Do you have your own transport? _____	Do you possess a full current UK driving licence? _____

Optional
In accordance with the commission for Racial Equality's Codes of Practice, please describe your ethnic origins (circle as appropriate)
African Asian Caribbean and West Indian Caucasian Other (please state):
Religion: _____

Education and qualifications

Name & address of school/college	Dates attended (from/to)	Qualifications/exams passed

Documentation

Do you require permission to work in the UK? _____ (if yes give details)

Passport No: _____ Expiry Date: _____ Borders & Immigration Letter Reference
 Giving full working rights:
 Residency Permit: _____ Expiry Date: _____ Expiry Date: _____

The above documents will be needed at your interview, to be verified and photocopies held in file.

Please give details of 2 people **other than family and not connected with your school, college or work place**, whom we may approach for character references.

Name: _____	Name: _____
Address: _____	Address: _____
_____	_____
_____	_____
Tel No: _____	Tel No: _____
Occupation: _____	Occupation: _____
Time known: _____	Time known: _____

Bank details: (may be given on interview)

Bank Name: _____
 Bank Address: _____

 Name of person holding account: _____ Sort Code: _____
 Account Number: _____ Roll No (if applicable): _____

Uniform sizes: Waist: Inside leg: Shirt collar: Chest:

Employment Record

Record your full employment history for the **past 5 years**, including details of any self-employment, unemployment, military service and part-time work. Complete from latest to earliest, top to bottom.

It is **imperative** that you give full details of previous employers, together with any reference numbers. For any periods of unemployment, the address of your benefit office is required.

Employer's full name	Employer's full address	Person you reported to	Position you held	Employment dates (include month –just year will not suffice)		Reason for leaving
				From	To	

SIA Badge	Number	Expiry Date	Door	CCTV
			Supervisor	Monitoring
			Manned	Please Tick
			Guarding	

Please list any other qualifications to support your application (e.g. first aid/fire fighting etc):

Have you ever been fined, cautioned, sentenced to imprisonment or placed on probation for a criminal act (subject to the Rehabilitation of Offenders Act)?

(Excluding minor motoring offences)

State YES or NO _____

Are there any alleged offences outstanding against you?

State YES or NO _____

Convictions spent in accordance with the Rehabilitation of Offenders Act 1974 need not be revealed to the company.

I understand that if offered employment, I will be placed on a probationary period of 12 weeks and that during this probationary period the employment can be terminated by either side by no less than one weeks notice.

I authorise Acclaimed Security Ltd to obtain all details relating to employment and unemployment as they feel fit to do so including an employer credit reference check.

I understand that any appointment made will be subject to satisfactory references being received and vetted.

I understand and agree that if so required, I will make a statutory Declaration in accordance with the provisions of the Statutory Declarations Acts 1835, in confirmation of employment or unemployment.

I understand that if employed, I will be required to work such shift patterns as stipulated for assignments. Days / Nights /Weekends and Bank Holidays and agree to work over the EEC guideline of 48hrs per week.

I _____ the under signed certify that, to the best of my knowledge, the information given is true and complete. I have never been convicted of any civil or criminal offence or dismissed from employment for misconduct. I understand that any false statement or omission may render me liable to dismissal without notice. Please bring with you, if attending an interview, Proof of I.D, Passport/Birth Certificate. If you are a foreign national we will need a copy of your passport and work permit/visa. Two proofs of address, Driving Licence (where appropriate) and your SIA licence. I understand that this role is as a subcontractor, I agree to abide by the company Hand Book and my subcontractor agreement, it is my duty to read and agree with these prior to any commencement.

Subcontractors

Signature: _____ **Date:** _____



Certificate no 6817

