



Application Form

Position Applied For (Please tick):

Full Time Security Casual Location Security

Name:
SIA Badge No: (If applicable)
SIA Licence Expiry Date: (If applicable)

Information

Applications should be completed in **BLOCK CAPITALS** and in **BLACK ink**.

Please check that all the sections have been completed.

Applicants who can demonstrate in their applications that they possess the skills, experience and abilities required for the post, stand the best chance of being short listed and selected for a position with NDSS Ltd.

You can refer to any relevant skills, knowledge and experience you have acquired in paid or unpaid work (that is, outside full-time employment); for example: studying, training, social activities, organising sports, community or voluntary work.

Please ensure that any continuation sheets are headed with the reference number supplied with this form.

References will be followed up if you are offered employment with NDSS Limited. Furthermore NDSS Limited must be able to complete a full five year work history, or back to school leaving if less, within 12 weeks of your commencement of work.

Section 8 of the 1996 Asylum and Immigration Act make it a criminal offence for an employer to take on a new employee, whose immigration status prevents him or her from taking up the post in question. This applies to all types of employment, including part-time temporary and casual appointments.

Any data about you will be held in completely secure conditions, with access restricted to those involved in dealing with your application and in the selection process. As indicated elsewhere, the data you provide will be used to monitor the effectiveness of NDSS Limited's equal opportunities policy. We will be unable to process your application unless we can use your personal data in the ways described above. We shall consider that by signing and submitting the application form, you are giving consent to the processing of your data in the ways described above.

Applications should be returned to: NDSS Ltd
The Coal Exchange
Mount Stuart Square
Cardiff
CF10 5EB



Application Form

Security Screening/Vetting

Your potential employment within the security industry is dependent on security screening. This is done following the rules of British Standard 7858.

To ensure that the integrity of each applicant is of a suitable standard to work in a position of great trust, we will need to check either for the last five years or back to your completion of full time education if that was less than five years ago.

In completing the application form you must give as much detail as possible. We will confirm your education history and employment history on a continuous month-by-month basis.

We will contact each of your previous employers, government departments and educational establishments within the time period as stated above.

We will need to contact your current employer before we are able to complete 5 year screening. Permission to do so is a condition of the offer of provisional employment. If such permission is withheld this offer will be withdrawn if the security screening is not concluded satisfactorily.

Financial History

From 1st January 2007 all applicants have to undergo a financial history check in accordance with screening and vetting BS 7858.

Probationary period of employment:

After gaining references to confirm your occupation for the previous 5 years we may offer you a position on a probationary basis whilst we are checking the remaining references. This period will be for no longer than 12 weeks.

Failure to meet the security screening standards of the company will result in the termination of your probationary employment.

Criminal offences

As part of our security screening process we ask you to declare any previous criminal proceedings you may have had taken against you. Please give full details.

We would point out that the company complies with the provisions of the Rehabilitation of Offenders Act 1974 stating that convictions that have been 'spent' must be ignored.

I HAVE READ THE ABOVE UNDERSTANDING AND I ACCEPT AND AGREE WITH THE COMPANY POLICY.

Printed Name:
Signature:
Date:



Application Form

Please answer all questions. Write N/A if a question does not apply to you. Please write clearly.

How did you hear about this vacancy?:			
Mr/Mrs/Miss/Ms/Other: Surname:		Maiden/Former Names (if applicable):	
Forenames:		Email Address: (May we use this email address to send you important information e.g. payslips etc?) Yes/No	
Address:		How long have you lived at your present address? <div style="text-align: center;"> Years Months </div> House/flat Owner/renting/living with parents/lodging (Circle present state)	
Home Telephone No:		Mobile Telephone No:	
Previous Address (applicable if you have lived at your current address for less than 3 years): Date From: Date To:		Date of Birth:	
		Place of Birth: Country of Birth:	
Nationality:	Height:	Weight:	National Insurance Number:
In accordance with the Commission for Racial Equality's Code of Practice, please describe your ethnic origins (circle as applicable) <div style="text-align: center;"> African / Asian / Caribbean and West Indian / Caucasian / British Black / Other (please specify if other) </div>			
Married / Single / Divorced / Separated / Widow(er) (circle present state)			
Number of Children: (State their Present Age)			Religion/Belief:



Application Form

Person to be contacted in emergency:	
Name: Address:	Relationship to you: Mobile telephone number: Telephone number at home: Telephone number at work:
Please confirm your uniform Size: M / L / XL / XXL / XXXL	
Are you eligible to work in the UK? YES / NO	
Please list details of any industry related/Health & Safety/First Aid courses you have attended:	
Foreign Languages (if applicable):	
Why do you think that you would be an ideal candidate for a security position with NDSS Ltd?	
What are your interests and hobbies?	
Are you available for local work? YES / NO	
Are you available for national work? YES / NO	
What days are you available? M / T / W / T / F / S / S / ALL	
Please complete the following providing full details, or answer with NONE. CIRCLE THE APPROPRIATE RESPONSE. Please state your relationship with any person if not yourself.	
Have you or any of your immediate family ever been convicted, fined, imprisoned, placed on probation, discharged on payment of costs of had any order made against you by a criminal, civil or military court or public authority (excluding minor motoring offences)?	
<p style="text-align: center;">State YES or NO</p>	
(If Yes give details) _____	
Do you have any Police Cautions? YES / NO	
(Give details) _____	



Application Form

Are any prosecutions pending against you? YES / NO

(Give details): _____

Have you ever been subject to bankruptcy proceedings? YES/NO

(Give details) _____

Are there any outstanding County Court judgements for debt? YES/NO

(Give details) _____

Have you any relatives or friends working for the Company? YES/NO

If YES, please state name _____

Have you previously applied for or obtained a position with this Company? YES / NO

If YES, please provide dates: _____

Do you own a motor vehicle or motor cycle? YES/NO

Do you possess a full, clean, current UK Driving Licence? YES/NO

How long have you held a full Driving Licence? _____ Years _____ Months

Education and Qualifications

School/College/University attended (Please provide address): Date of leaving/graduation:	Qualifications Gained:
School/College/University attended (Please provide address): Date of leaving/graduation:	Qualifications Gained:



Application Form

Employment History (Vetting Form)

To ensure that the integrity of each applicant is of a suitable standard to work in a position of great trust, we will need to check either for the last five years or back to your completion of full time education if that was less than five years ago.

We will confirm your education history and employment history on a continuous month-by-month basis.

We will contact each of your previous employers and educational establishments within the time period as stated above.

Please complete the following calendar **in full** to illustrate what you were doing for each month for the past 5 years, starting with the current month. Allocate a number to each job / period of education / period of unemployment, and write the number in the corresponding space(s). Include periods of self-employment and military service. This is required for all candidates.

For example:

2012	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
	3	3	3	3	2	2	2	2	1	1		

1: University of Wales 2: Employed by NDSS Ltd 3: Unemployed 4: _____

Your History:

2010	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
2011	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
2012	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
2013	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
2014	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
2015	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
2016	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC

1: _____ 2: _____ 3: _____ 4: _____

5: _____ 6: _____ 7: _____ 8: _____



Application Form

Please now give details of your employment history, with FULL POSTAL ADDRESS, for the last 5 years. Please state any periods of unemployment that you did not register with the Job Centre/DWP as “Not registered / unemployed” and give full details of what you were doing, and provide details of a personal/character reference that can verify that this is what you were doing.

We must be able to obtain a reference to cover every month of the past 5 years, whether it was in employment, education, registered unemployed or not registered unemployed. This is required of us by BS7858 and compulsory for all candidates.

If self-employed and you use the services of an accountant, please give their name, address and tel. no.

Please continue using the number system as in the calendar on the previous page. Please account below for all work / education / unemployment periods entered previously. N.B. each entry has been pre-numbered.

May we approach your previous Employer/s? YES/NO

Calendar Period: 1	Period Dates From:	To:
Details of Period (Your job role, or what you were doing if not employed):		
<i>Complete Below Details of Employer / Job Centre / Educational Institution / personal reference</i>		<i>Complete Below for Periods of Employment</i>
Name:		Position Held:
Address:		Reason for Leaving:
Postcode:		
Email:		
Telephone:		Reporting To:
Fax:		Basic Wage:

Calendar Period: 2	Period Dates From:	To:
Details of Period (Your job role, or what you were doing if not employed):		
<i>Complete Below Details of Employer / Job Centre / Educational Institution / personal reference</i>		<i>Complete Below for Periods of Employment</i>
Name:		Position Held:
Address:		Reason for Leaving:
Postcode:		
Email:		
Telephone:		Reporting To:
Fax:		Basic Wage:



Application Form

Calendar Period: 3	Period Dates From:	To:
Details of Period (Your job role, or what you were doing if not employed):		
<i>Complete Below Details of Employer / Job Centre / Educational Institution / personal reference</i>		<i>Complete Below for Periods of Employment</i>
Name:	Position Held:	
Address:	Reason for Leaving:	
Postcode:		
Email:		
Telephone:	Reporting To:	
Fax:	Basic Wage:	

Calendar Period: 4	Period Dates From:	To:
Details of Period (Your job role, or what you were doing if not employed):		
<i>Complete Below Details of Employer / Job Centre / Educational Institution / personal reference</i>		<i>Complete Below for Periods of Employment</i>
Name:	Position Held:	
Address:	Reason for Leaving:	
Postcode:		
Email:		
Telephone:	Reporting To:	
Fax:	Basic Wage:	



Application Form

Calendar Period: 5	Period Dates From:	To:
Details of Period (Your job role, or what you were doing if not employed):		
<i>Complete Below Details of Employer / Job Centre / Educational Institution / personal reference</i>		<i>Complete Below for Periods of Employment</i>
Name:	Position Held:	
Address:	Reason for Leaving:	
Postcode:		
Email:		
Telephone:	Reporting To:	
Fax:	Basic Wage:	

Calendar Period: 6	Period Dates From:	To:
Details of Period (Your job role, or what you were doing if not employed):		
<i>Complete Below Details of Employer / Job Centre / Educational Institution / personal reference</i>		<i>Complete Below for Periods of Employment</i>
Name:	Position Held:	
Address:	Reason for Leaving:	
Postcode:		
Email:		
Telephone:	Reporting To:	
Fax:	Basic Wage:	



Application Form

Calendar Period: 7	Period Dates From:	To:
Details of Period (Your job role, or what you were doing if not employed):		
<i>Complete Below Details of Employer / Job Centre / Educational Institution / personal reference</i>		<i>Complete Below for Periods of Employment</i>
Name:	Position Held:	
Address:	Reason for Leaving:	
Postcode:		
Email:		
Telephone:	Reporting To:	
Fax:	Basic Wage:	

Calendar Period: 8	Period Dates From:	To:
Details of Period (Your job role, or what you were doing if not employed):		
<i>Complete Below Details of Employer / Job Centre / Educational Institution / personal reference</i>		<i>Complete Below for Periods of Employment</i>
Name:	Position Held:	
Address:	Reason for Leaving:	
Postcode:		
Email:		
Telephone:	Reporting To:	
Fax:	Basic Wage:	

Please continue overleaf if you need more than 8 spaces. Please include all required details and number accordingly so that it corresponds with your completed history calendar.



Application Form

Personal References

Please nominate two people who have known you well for at least 2 years, within the last 5 years and who will give us a written reference. They should not be either relatives of yours, or related to each other.

Name: _____

Name: _____

Address: _____

Address: _____

Postcode: _____

Postcode: _____

Tel: _____

Tel: _____

Fax: _____

Fax: _____

Email: _____

Email: _____

Occupation: _____

Occupation: _____

How long known: _____

How long known: _____

ADDITIONAL VETTING INFORMATION – Use the space below to tell us anything else you think we may need to know in regards to your Employment History.

During the probationary period, your employment will be terminable by you by not less than one weeks notice or by the company by one day in the first four weeks and one week thereafter.



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Declaration

I understand that employment with the company is subject to satisfactory references and security screening in accordance with BS 7858.

I undertake to co-operate with the Company in providing any additional information required to meet these criteria.

I authorise the Company and/or its nominated agent to approach previous employers, schools/colleges, character references or Government Agencies to verify that the information I have provided is correct.

I authorise the Company to obtain a financial history 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 understand that some of the information I have provided in this application will be held on a computer and some or all will be held in manual records.

I consent to the Company's reasonable processing of any sensitive 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 the Company. Subject to the Access to Medical Records Act 1988, I consent to the results of such examinations to be given to the Company. I understand and agree that if so required I will make a Statutory Declaration in accordance with the provisions of the Statutory Declarations Act 1835, in confirmation of previous employment or unemployment.

I hereby certify that, to the best of knowledge, the details I have given in this application form are complete and correct.

I understand that any false statement or omission to the Company or its representatives may render me liable to dismissal without notice.

Signature: _____

Print Name: _____

Date: _____

Many thanks for taking the time to complete our application form.