

Site Security Services Ltd.

The New Farm House, Rue St. Thomas,
Longueville, St. Saviour, Jersey JE2 7SS.
Tel: 01534 721343. Mob: 07797 711193



Job Application Form [short]

Applicant No.

Firstly, thank you for your interest in possible employment with **Site Security Services Limited**. This form is part of the initial process in the recruitment procedure and enables us to process your application without delay.

Due to the nature of **Site Security Services** business some searching questions must be asked to ensure that all applicants meet our minimum selection criteria. All information provided by you will be treated in the strictest confidence but will be subject to verification if your application proceeds beyond this stage. **Site Security Services** will process the information provided in accordance with the Data Protection (Jersey) Law. We are committed to our Equal Opportunities Policy which ensures that all applicants are given equal treatment throughout the recruitment process. Should you require any assistance in completing this application please contact us (see above).

NB: PLEASE COMPLETE THIS FORM IN YOUR OWN HANDWRITING IN BLUE OR BLACK INK.

POSITION APPLIED FOR

PERSONAL DETAILS

Title Surname

First name(s) in full

Any previous names
Including Maiden names Date of birth

Social Security Number Nationality

Current Home Address

 Postcode

Home Tel. Number Surname

Mobile number Email address

Are you legally entitled to work in Jersey? Yes No Date of arrival in Jersey

If yes, by what process?

Do you hold a full Jersey driving licence? Yes No

Have you ever been refused a driving licence on health grounds or been banned or prevented from driving? Yes No

INITIAL SCREENING INFORMATION

Prosecutions and Court Proceedings

Have you ever been convicted or found guilty of an offence by any court or court martial? Yes No

Have you ever been charged with an offence and been cautioned, put on probation, bound over to keep the peace or been given a conditional or absolute discharge? Yes No

Have you ever been subject to military detention? Yes No

Have you ever been convicted of any driving or traffic offences including points or endorsements on your licence? Yes No

Have you ever been declared bankrupt or had any court judgements awarded against you? Yes No

Has any member of your family, or your partner or a near relative ever been convicted of any civil or criminal offences? Yes No

Outstanding Prosecutions

Do you have any pending criminal prosecutions? Yes No

Are you the subject of any bankruptcy proceedings? Yes No

Are you currently involved in any proceedings in which a claim is being made against you, other than divorce or family proceedings? Yes No

If the answer to any of these questions is YES, please give full details of the date, nature of the offence and sentence or order of the Court.

How does this affect you?

If you have been awarded with any of the sentences shown above (including suspended sentences) and the period of rehabilitation has been completed, your sentence is regarded as "spent" and need not be declared. If it has not been "spent" then it must be included on your Application form.

Please now sign the declaration below to confirm you have read the Rehabilitation of Offenders (Jersey) Law 2001, which is available on request.

Signature

ADDITIONAL INFORMATION

Please use the space below to provide more information regarding your skills, experience and any achievements relevant to the post for which you have applied. This may include experience gained not only from work, but also from family or home responsibilities, leisure activities, voluntary work or education and training.

REFERENCES

All applications must provide **TWO Personal References**. Additionally, **TWO Business References** will be required for those applicants who have been self-employed. Employment is subject to the receipt of references that are acceptable to **Site Security Services Ltd.**

PERSONAL REFERENCES - Please give the names and addresses of two persons in the UK and/or Jersey who are **NOT** your doctor, dentist, solicitor, minister of religion, former employers, serving police officers or bank officials (unless known to you in a personal capacity) or relatives, each of whom has known you well for at least 10 years and who would be prepared to give you a personal reference.

Name:
Occupation:
Home address:

Tel.:
Length of time known:

Mobile:

Name:
Occupation:
Home address:

Tel.:
Length of time known:

Mobile:

BUSINESS REFERENCES - If you have ever been self-employed please provide the details of **TWO referees** who can vouch for you - should include an accountant or solicitor acting on your behalf where possible.

Name:
Occupation:
Home address:

Tel.:
Mobile:

Name:
Occupation:
Home address:

Tel.:
Mobile:

UNIFORM

Please state uniform sizes

Chest

Waist

Short sleeve

Long sleeve

Collar

Inside leg

Skirt

Trousers

MEDICAL DETAILS

Do you have any pre-existing or on-going medical condition? YES NO If yes, please give details

DECLARATION

1. I hereby declare that the information given on this form is, to the best of my knowledge, true, accurate and complete. I understand that any false statement/omission may be sufficient cause for rejection or, if already employed by **Site Security Services**, for dismissal.
2. I hereby authorise **Site Security Services** to seek reference information based on the details provided by me, except that you should not contact my current employer until you have given permission to do so. I also understand that references are given in confidence and that references received by **Site Security Services** from third parties will not normally be disclosed to me unless the express written consent of the person giving the reference has been received by the **Site Security Services**.
3. I understand that my own employment is subject to satisfactory screening in compliance with **Site Security Services** vetting procedure, or as may be amended.
4. I understand that in the course of **Site Security Services** screening processes I may be required to obtain a Salutatory Declaration at my own expense in respect of the information provided by me completing this application.
5. I understand that the information provided by will be held on a database within **Site Security Services**.
6. I acknowledge that the completion of this form in no way binds **Site Security Services** to offer me employment and that no contractual relations will exist between us until such time as I have signed a form of Contract or accepted in writing the terms of an offer letter. I understand that the check will involve verification of the details as specified below.

- **Passport / ID and relevant visas — right to work in the UK and Jersey.**
- **Residency check.**
- **County Court Judgements / Bankruptcy checks.**
- **Employment check.**
- **Criminality check.**

I understand that any Contract hereafter issued by **Site Security Services** and sign by me shall be construed to mean that I am appointed on a probationary period for a minimum of 22 weeks. I understand that during such a period of probation any contract written or implied shall be terminable by me or **Site Security Services** by not less than one week's notice expiring at any time.

I confirm that my consent is explicit fully informed and freely given for the purposes of the Data Protection Law (Jersey) 2005.

Printed Name Signature Date Day / Month / Year

EQUAL OPPORTUNITIES POLICY

The following questions are necessary to assist **Site Security Services** in monitoring its Equal Opportunities Policy. The information provided will **not** be used in any employment decision.

Gender

- Male
 Female

Marital Status

- Single
 Married
 Living with Partner
 Separated
 Divorced
 Widowed

I would describe my ethnic origin as:

- A. White
 B. Black Caribbean
 C. Black African
 D. Black other (specify)
 E. Indian
 F. Pakistani
 G. Bangladeshi
 H. Oriental
 D. Other (specify)