**1SC Guarding Ltd**

48 Skylines Village Limeharbour London E14 9TS

Tel: 020 7987 9306

Registered in England No. 3409531

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 Payroll Number Click or tap here to enter text.

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|  |
| Position applied for: | UNIFORMED PROFESIONAL SIA LICENCED SECURITY OFFICER |
|  |
| How did you hear of this vacancy? (include date) | Click or tap here to enter text. |
| A. PERSONAL PARTICULARS |
|  |
| **Full Name: Mr/Ms/Mrs/Miss, inc all previous names, aliases and maiden.**Click or tap here to enter text. |
| Address:Click or tap here to enter text. | Telephone Number (including STD Code) |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Home: |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Previous address if less than 5 years | Mobile: |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Email: Click or tap here to enter text. |
| Click or tap here to enter text. | Next of kin (relationship) |
|  | Click or tap here to enter text. |
| Date of Birth: Click or tap here to enter text. | Age: Click or tap here to enter text. | Emergency contact telephone number |  |
| Place of BirthClick or tap here to enter text. | Click or tap here to enter text. |
| N.I. Number: Click or tap here to enter text. | Detail: Click or tap here to enter text. |
| Do you have a current full UK driving licence? | [ ] Yes / No [ ]  |
|  |  |
| Does your licence have any current endorsements? | [ ] Yes / No [ ]  |
|  |  |
| If Yes, please give further information: | Click or tap here to enter text. |
|  |  |
| Do have a valid passport and right to work and live in the UK? | [ ] Yes / No [ ]  Country of Issue: Click or tap here to enter text. |
| Does your passport contain a work permit or visa that gives you the right to live and work full time in the United Kingdom? NB: ‘Student’ visa is not acceptable.EU Applicants – Have you applied for the EU Settlement Scheme or received Settled Status? | [ ] Yes / No [ ]  [ ] Yes / No [ ]  (If yes, please provide evidence) |
| **SIA License number and expiry date** | Click or tap here to enter text. |
| Have you ever been, fined, imprisoned, placed on probation, discharged on payment of costs or had any order made against you by a criminal, civil/military court or public authority, cautioned by the police or any cases pending, which is not a spent conviction under the Rehabilitation of Offenders Legislation. Please see QM15  | [ ] Yes / No [ ]  Details: Click or tap here to enter text. |

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| --- |
| Right to work in UK: Click or tap here to enter text.Type of passport, where from: Click or tap here to enter text.Work permit [ ] Yes / No [ ]  Are you an EU National? [ ] Yes / No [ ]  Have you applied for settlement? [ ] Yes / No [ ]   |

B. EDUCATION AND QUALIFICATIONS

***In last 5 years only.***

|  |  |  |  |
| --- | --- | --- | --- |
| Name(s) and Address(es)of School(s)/College(s) & University | Dates | Subject/Courses Studied & Level | Examination Result/Grade  |
| From | To |
| Click or tap here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. | Click or tap here to enter text. | Click or tap here to enter text. |
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| --- | --- | --- | --- |
| Security related training courses | Dates | Subjects StudiedType of Training | QualificationsObtained |
| From | To |
| Click or tap here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. | Click or tap here to enter text. | Click or tap here to enter text. |
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UNIFORM/CLOTHING SIZES:

COLLAR: Click or tap here to enter text.

WAIST: Click or tap here to enter text.

CHEST: Click or tap here to enter text.

HEIGHT: Click or tap here to enter text.

SHOE: Click or tap here to enter text.

C. EMPLOYMENT HISTORY

Please list starting with the most recent, all the organisations for which you have worked during the last 5 years:

Can we approach your current employer before we offer employment, Yes/No?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name(s) and Address(es) and telephone number, fax or email of Employer(s) | Dates | Position Held | Starting/Leaving Salary | Reason forLeaving |
| From | To |
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| Please give dates of any holidays arranged: |  |
| Click or tap here to enter text.  |  |
| Are you currently subject to any contractual "restraints of trade" clauses? | [ ] Yes / No [ ]  |
|  |  |
| If Yes, please give further information: |  |
| Click or tap here to enter text.  |  |
| **Are you able to work shift patterns which include days nights weekends and Bank Holidays** | [ ] Yes / No [ ]  |
|  |  |
| If No, please give reason: |  |
| Click or tap here to enter text.  |  |
| Are your currently in full or part time education | [ ] Yes / No [ ]  |
|  |  |
| Do you intend to start full or part time education | [ ] Yes / No [ ]  |
| Click or tap here to enter text. |  |
| Click or tap here to enter text. |  |
|  |  |
| How much notice are you required to give to leave your present employment? |  |
| Click or tap here to enter text. |  |
| Have you worked for us before? | [ ] Yes / No [ ]  |
|  |  |
| If Yes, give details of reason for leaving: |  |
| Click or tap here to enter text. |  |

**G. Bank Details:**

Name of Bank/Building Society: Click or tap here to enter text.

Sort Code: Click or tap here to enter text.

Account No: Click or tap here to enter text.

Name of account holder: Click or tap here to enter text.

**To whom it may concern**

Date: Click or tap here to enter text.

Dear Sirs/Madam

I am seeking employment with 1SC Guarding Ltd and, as part of the vetting process; I need to confirm my history of employment / unemployment. Would you please provide 1SC Guarding Ltd with a detailed listing of the relevant dates due to me under the Data Protection Act?

My personal details are as follows:

Full Name: Click or tap here to enter text.

Current Address: Click or tap here to enter text.

Previous Address: Click or tap here to enter text.

National Insurance No.: Click or tap here to enter text.

Date of Birth: Click or tap here to enter text.

Previous Surname / Maiden Name: Click or tap here to enter text.

Thanking you in anticipation of your assistance.

Yours Faithfull

Signature



1SC GUARDING LIMITED PRIVACY STATEMENT

1SC GUARDING LIMITED is committed to protecting the privacy and security of your personal information. This privacy notice describes how we collect and use personal information about you in accordance with the General Data Protection Regulation (GDPR). It contains important information on how and why we collect, store, use and share personal information, your rights in relation to your personal information and on how to contact us and supervisory authorities in the event you have a complaint.

1SC GUARDING LIMITED collects, uses and is responsible for certain personal information about you. When we do so we are regulated under the GDPR which applies across the European Union (including in the United Kingdom) and we are responsible as ‘controller’ of that personal information for the purposes of those laws.

WHAT INFORMATION DO WE COLLECT?

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data). On our websites we collect and use personal information (including name, address, telephone number and email) in order to:

• Respond to queries or requests submitted by you

• Process orders or applications submitted by you

• Administer or otherwise carry out our obligations in relation to any agreement you have with us

• Anticipate and resolve problems with any services supplied to you

INFORMATION COLLECTED FROM OTHER SOURCES

We also collect cookies on our site for performance related tasks. You can read about the cookies we collect here: http://www.1SC Guarding Limited.co.uk/en/site-tools/cookies-policy

We collect information to analyse the performance of our websites and how different parts of our website are used. We use Google Analytics to do this. Google analytics stores information about how users get to our sites and from which device types, how content is being used whilst on the site and how long users spend on our site. Google Analytics also provides information on interests and demographics of our visitors. The information is collected using a tag placed on our websites and does not relate to any personally identifiable information being collected.

• You can read Googles Data Processing Amendment online here.

• You can read Googles Data retention policy here

1SC GUARDING LIMITED has set our analytics not to expire i.e. the information will be retained in order to allow us to analyse trends in our website usage over time.

HOW CAN I OPT-OUT OF THIS DATA COLLECTION?

If you want to opt out of Google Analytics collection you can install a browser add on. If you wish to opt out of data collection for demographic and interest data, you can do this using Google Ad Settings here.

WHO WE SHARE YOUR PERSONAL INFORMATION WITH?

We will share personal information with other 1SC GUARDING LIMITED businesses/departments as appropriate in order to respond to your queries or requests. We will share personal information with law enforcement or other authorities if required by applicable law. We will not share your personal information with any other third party and we will only provide your personal information which we consider is necessary for the performance of that reason.

WHETHER WE NEED YOUR CONSENT

We do not need your consent if we use special categories of your personal information in accordance with our written policy to carry out our legal obligations. In limited circumstances, we may approach you for your written consent to allow us to process certain particularly sensitive data. If we do so, we will provide you with full details of information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

HOW LONG YOUR PERSONAL INFORMATION WILL BE KEPT

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including the purposes of satisfying any legal, accounting, or reporting requirements. We will hold personal data for the period we are required to retain this information by applicable UK tax law (currently 6 years). In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you.

1SC GUARDING LIMITED has agreed to retain the information collected in Google Analytics indefinitely in order to allow us to analyse trends in our website usage over time. This is not personally identifiable information.

TRANSFER OF YOUR INFORMATION OUT OF THE EEA

We may transfer your personal information to other 1SC GUARDING LIMITED businesses which are located outside the European Economic Area (EEA) in order to respond to any queries submitted to us via our website or social channels at present we do not operate outside the United Kingdom.

YOUR RIGHTS

Under the GDPR you have several important rights free of charge. Under certain circumstances, you have the right to:

• Request access to your personal information and to certain other supplementary information that this Privacy Notice is already designed to address.

• Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.

• Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).

• Object to processing of your personal information where we are processing your personal information for direct marketing purposes.

• Object to decisions being taken by automated means which produce legal effects concerning you or similarly significantly affect you.

• Object in certain other situations to our continued processing of your personal information.

• Request the transfer of your personal information to another party.

• For further information on each of those rights, including the circumstances in which they apply, see the Guidance from the UK Information Commissioner’s Office (ICO) on individuals’ rights under the General Data Protection Regulation which is accessible via https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/.

In some circumstances you can claim compensation for damages caused by our breach of any data protection laws. If you would like to exercise any of those rights, please:

• email, call or write to us at kerry@1sc.co.uk

• let us have enough information to identify you,

• let us have proof of your identity and address (a copy of your driving licence or passport and a recent utility or credit card bill), and

• let us know the information to which your request relates.

• In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time.

To withdraw your consent, please contact kerry@1sc.co.uk. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

KEEPING YOUR PERSONAL INFORMATION SECURE

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality. We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

DATA PROTECTION OFFICER

We have appointed a data protection officer (DPO) to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the DPO by emailing kerry@1sc.co.uk

You have the right to make a complaint at any time to the Information Commissioner’s Office (ICO), the UK supervisory authority for data protection issues.

CHANGES TO THIS PRIVACY NOTICE

This privacy notice was published on 22nd April 2018 and last updated on 23rd April 2018. We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice on this page www.1SC Guarding Limited.com/privacy

HOW TO CONTACT US

Please contact our Data Protection Officer on kerry@1sc.co.uk if you have any questions about this privacy notice or the information, we hold about you.

If you would like to report any issues with our website, please contact cathia@1sc.co.uk

For more information about the cookies we collect on this site please see our cookies page.

Working Time Regulations - 48 Hour Week Opt Out

The Working Time Regulations 1998 (as amended), effective from 1 October 1998, state that a worker's average working time shall not exceed 48 hours per week on average over a 17-week period (or other reference period as agreed), unless the worker agrees in writing that the limit shall not apply in his/her case.

You have indicated your agreement to work in excess of an average of 48 hours per week. Please sign the declaration below and return the form to **1SC Guarding Ltd**

The Company is required to retain this form to allow for inspection by the enforcing authority.

DECLARATION

I agree to work, when necessary, more than 48 hours per week. I understand that I may terminate this agreement at any time subject to giving 3 months' notice in writing. This is a uniformed position; this means when on duty you will wear only issued uniform that is clean and pressed daily.

|  |  |
| --- | --- |
| Name (Block Capitals): | Click or tap here to enter text.  |

|  |  |
| --- | --- |
| Signature: |  |

|  |  |
| --- | --- |
| Date: | Click or tap here to enter text. |

FINANCIAL DECLARATION

NAME Click or tap here to enter text. Date: Click or tap here to enter text.

As required by the Security Industry Standard BS7858:2019. (Section 7.4) please give full details regarding the following financial matters listed below, these are required for employment purposes and not for granting credit:

* Bankruptcy proceedings and County Court judgments (including those satisfied).
* Financial judgments made against you in the civil courts.
* Individual Voluntary Arrangements (IVA’s) with creditors from the previous 6 years

Please give details from most recent:

Date: Click or tap here to enter text. Court: Click or tap here to enter text. Amount: Click or tap here to enter text.

Details: Click or tap here to enter text.

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Details: Click or tap here to enter text.

Individual Voluntary Arrangements (IVA’s)

Start Date: Click or tap here to enter text. End Date: Click or tap here to enter text.

Details: Click or tap here to enter text.

Start Date: Click or tap here to enter text. End Date: Click or tap here to enter text.

Details: Click or tap here to enter text.



Signature

|  |
| --- |
| **DECLARATIONS**I understand that employment with this company is subject to references and screening in accordance BS7858.I confirm that the information I have provided on my application is true and complete to the best of my knowledge. I understand and agree that I will be subject to any or all of the following checks:* Address check
* Financial probity check which the company will retain on file
* ID verification checks
* Academic/professional qualification check
* Employment history, including any periods of unemployment/self-employment and any gaps
* Criminal background check

I authorise the company or its agents to approach government agencies, former employers, educational establishments, for information relating to and verification of my employment or unemployment history, a consumer information search and ID check with a credit reference agency, which will keep a record of those searches in line with current legislation. I further declare that any documents that I provide as proof of my identity, proof of address, and any other documents that I provide are genuine and that any falsified documents may be reported to the appropriate authority. I understand that it may be a criminal offence to attempt to obtain employment by deception and that any misrepresentation, omission of a material fact or deception will be cause for immediate withdrawal of any offer of employment.I accept that I may be required to undergo a medical examination where requested by 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 understand that any false statement or omission to the company or its representatives may render me liable to dismissal without notice. By signing this declaration, I agree that I have provided completed and true information in support of the application and that I understand that knowingly making a false statement for this purpose is a criminal offence.Please sign to confirm you agree to the above processing terms:SIGNATURE:PRINT NAME Click or tap here to enter text. DATE Click or tap to enter a date.   |
| **CRIMINAL BACKGROUND CHECK**You are applying for a position of trust and in the event of being offered employment by the company we may apply for a criminal background check. However, having a criminal record does not necessarily bar you from employment. For more information ask a member of staff for a copy of the appropriate Criminal record body code of practice and/or our company policy statement regarding ex-offenders. Criminal record information is treated in a sensitive way and is restricted to those who need to see it to make a recruitment decision. By signing this document, upon request you agree to provide a copy of the criminal record certificates. The criminal background information is not retained. By signing below, you agree to this process.**SCREENING**The applicant consents to being screened in accordance with BS 7858 and will provide information as required. Any offer of employment is subject to satisfactory screening and the applicant acknowledges that any false statements or omissions could lead to termination of employment. |
| Applicant name: Click or tap here to enter text. |  | NI number: Click or tap here to enter text. |  |
| Microsoft Office Signature Line...Applicant signature:Date Click or tap here to enter text. |
|  |
|  |

**Person Specification**

|  |  |
| --- | --- |
| **Job Title:** Security Officer | **Department:** Operations |
| **Date:** 1 January 2020 |  |
| **Qualities** | **Essential**Those qualities which are essential to perform the job. | **Desirable**Those qualities which allow the job to be performed to the optimum level. |
| **Qualifications and Experience** | Holder of a valid SIA SG/DS LicenceDBS in date as per SIA licenseExtensive recent security experience, 3 yearsAbility to demonstrate literacy and numeracyPass an internal test paper 23-30 | First aid certificateCCTV LicenceCSCS licence holderPTS TrainedNHS trained |
| **Physical characteristics, health and appearance** | Able to speak, write and comprehend English.Have good eyesight and other 4 sensesAbility to work alone and in quiet areasAware of the security requirements or the ability to learnFit to undertake the demands of the role/walk up downstairs including physical response to incidents, work in inclement weather, patrol on foot, walk for 45 mins per 60 mins.  | 2 years’ experienceGood background knowledge that can be demonstrated under questioning |
| **Intelligence** | Ability to deal professionally and courteously with all stakeholders and publicHave the ability to deal with complex incidents and to work under pressure within the security team.Be of a pleasant disposition with a good telephone manner and interpersonal skillsAble to pass on information via the telephone and radio systems accurately | Computer literate |
| **Special skills** | Have an eye for detailAble to demonstrate to others security duties | X ray machine trainedSearch trainedFull clean UK drive licence |
| **Personal attributes** | Able to lead by exampleUnderstand the needs of othersCompassionate, fair and friendly | Ability to work across a 24-hour 7 day a week shift pattern, days and nights to include bank holidays if required |
| **Circumstances** | Ability to travel around London using public transport or own vehicleThe ability to sleep after each shift |  |

Name: Click or tap here to enter text.

NI Number: Click or tap here to enter text.

Date: Click or tap here to enter text.



Signature

|  |  |  |
| --- | --- | --- |
| **TITLE: Equal Opportunities Monitoring**  | **REF NO: EOM 1** | **PAGE: 1 OF 1** |
|  |  |  |  |

Equal Opportunities Monitoring

1SC Guarding Ltd is an equal opportunities employer and seeks to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, national or ethnic origin, sex, sexual orientation, religion or belief, marital status or disability. This information will only be used for monitoring purposes and does not form any part of the selection procedure.

In accordance with the Codes of Practice issued by the Commission for Racial Equality and the Equal Opportunities Commission we record the ethnic origin and gender of people who apply for appointments. We detach this section from your application and use it solely for monitoring purposes.

What is your ethnic group?

Choose one from section A TO E then tick the appropriate box to indicate your cultural background

**A. White**

[x]  British [ ]  Irish [ ]  any other white background (please specify).

**B. Mixed**

☐ White and Black Caribbean ☐ White and Black African ☐ White and Asian ☐ any other mixed background (please specify). Click or tap here to enter text.

**C. Asian or Asian British**

[ ]  Indian [ ]  Pakistani [ ]  Bangladeshi [ ]  any other Asian background (please specify).

Click or tap here to enter text.

**D. Black or Black British**

[ ]  Caribbean [ ]  African [ ]  any other black background (please specify).

Click or tap here to enter text.

**E. Chinese or another ethnic group.**

[ ]  Chinese [ ]  other ethnic group (please specify) Click or tap here to enter text.

**Gender**, please specify Click or tap here to enter text.

**Date of birth** Click or tap here to enter text.

**Do you consider yourself to have a disability?** [ ] Yes / No [ ]

**If yes, please state nature of disability:** Click or tap here to enter text.

*The Disability Discrimination Act defines disability as “A physical or mental impairment which has a substantial and long-term effect on the person’s ability to carry out normal day to day activities*

If you wish, you may disclose information in this section about your:

**Religion** Click or tap here to enter text.

**Sexual orientation** Click or tap here to enter text.

How did you hear about this vacancy?

Media Click or tap here to enter text. Date Click or tap here to enter text.

Reference Click or tap here to enter text.

**View or prove your immigration status**

You will need:

* details of the identity document you used when you applied (your passport, national identity card, or biometric residence card or permit)
* your date of birth
* access to the mobile number or email address you used when you applied - you will be sent a code for logging in

**What identity document did you use in your application?**

If you have updated your identity document since you applied, you must use the details of the updated document to sign in.

Passport [ ]

National identity card [ ]

Biometric residence card or permit [ ]

Continue

**What is your passport number?**

Top of Form

Passport number for example, 120382978 Click or tap here to enter text.

Continue

**What is your date of birth?**

You should enter this as shown on your passport, for example, 31 3 1980

Day Click or tap here to enter text. .

Year

Continue