



# BS Security Management Services Ltd

Always on guards...

APPLICATION FORM			
Please complete this application form as fully as you can			
<b>Position Applied For</b>	<input style="width: 95%;" type="text" value="Personal Assistant"/>		
<b>Full Name</b>	<input style="width: 98%;" type="text"/>	<b>Title</b>	<input style="width: 95%;" type="text" value="(Mr / Mrs / Ms / Dr)"/>
	<b>Full Address</b>		
	<input style="width: 65%;" type="text"/>	<b>Post Code</b>	<input style="width: 15%;" type="text"/>
<b>Home Telephone:</b>	<input style="width: 30%;" type="text"/>	<b>E-mail Address</b>	<input style="width: 35%;" type="text"/>
<b>Work Telephone:</b>	<input style="width: 30%;" type="text"/>	<b>Mobile</b>	<input style="width: 35%;" type="text"/>
Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?			<b>YES / NO</b>
<b>If yes please give details</b>			<input style="width: 95%;" type="text"/>
<i>Please note: under the Asylum and Immigration Act 1996, all successful applicants will be required to provide documents confirming their right to work in the UK.</i>			
<b>Do you hold a current driving licence?</b>	<input type="checkbox"/> Yes / <input type="checkbox"/> No	<b>Is it a full / provisional / LGV / PVC licence?</b>	<input style="width: 25%;" type="text"/>
<b>Current Notice Period</b>	<input style="width: 20%;" type="text"/>	<b>Do you have any holidays booked (give dates)</b>	<input style="width: 25%;" type="text"/>
<b>Interview Restriction (e.g. dates you cannot attend)</b>	<input style="width: 95%;" type="text"/>		
Please give details of any special arrangements required for interview			
<b>Education and Training</b>			
Please give details of your education (secondary school, college / university and any qualifications), and any relevant training or courses you have attended.			
<b>Secondary School</b>	<input style="width: 95%;" type="text"/>		
<b>Examinations</b>	<b>Subject</b>		<b>Grades/Results</b>
	<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>
	<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>
	<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>
<b>College / University</b>	<input style="width: 95%;" type="text"/>		
<b>Examinations</b>	<b>Subject</b>		<b>Grades/Results</b>
	<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>
	<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>
	<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>
<b>Please give details of any other educational, technical or professional qualifications. Or any other relevant qualifications, training, or courses attended.</b>			
<input style="width: 95%; height: 50px;" type="text"/>			

**APPLICATION FORM**

**Employment History**

Please give details of your employment history. Please give most recent or current job first. If necessary continue on the back of this form.

<b>Dates of Employment</b>		<b>Company</b>	
	<b>Job Title</b>		
<b>Company Address</b>			
			<b>Post Code</b>
<b>Responsibilities / Job Role</b>			
<b>Reason for leaving</b>			
<b>Salary on leaving</b>		<b>Other benefits</b>	

<b>Dates of Employment</b>		<b>Company</b>	
	<b>Job Title</b>		
<b>Company Address</b>			
			<b>Post Code</b>
<b>Responsibilities / Job Role</b>			
<b>Reason for leaving</b>		<b>Salary on leaving</b>	

<b>Dates of Employment</b>		<b>Company</b>	
	<b>Job Title</b>		
<b>Company Address</b>			
			<b>Post Code</b>
<b>Responsibilities / Job Role</b>			
<b>Reason for leaving</b>		<b>Salary on leaving</b>	

APPLICATION FORM

**Employment History continued**

<b>Dates of Employment</b>		<b>Company</b>	
<b>Job Title</b>			
<b>Company Address</b>			
			<b>Post Code</b>
<b>Responsibilities / Job Role</b>			
<b>Reason for leaving</b>		<b>Salary on leaving</b>	

<b>Dates of Employment</b>		<b>Company</b>	
<b>Job Title</b>			
<b>Company Address</b>			
			<b>Post Code</b>
<b>Responsibilities / Job Role</b>			
<b>Reason for leaving</b>		<b>Salary on leaving</b>	

**Additional information**  
Please give any further information, not previously covered, in support of your application. This may include skills, knowledge, interests, personal attributes, or ambitions. Continue on a separate sheet if necessary.


**APPLICATION FORM**

**Criminal Offences**

Have you ever been convicted of any criminal offences, which are not deemed spent under the terms of the Rehabilitation of Offenders Act 1974?

**Yes**

**No**

If yes, please give details

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**About this Application**

Do you know anyone who works for the Company?

**Yes**

**No**

If yes please detail relationship.

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**General**

Are there any matters or situations that may affect your application or ability to perform the job role that the Company should be made aware of? This may include restrictions on working, physical fitness, previous commitments.

**Yes**

**No**

If yes please give details

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**References**

Please give details of two referees. One should be your current or last employer. The Company may also request references from any other past employment named on this application form.

**Reference 1**

**Reference 2**

<b>Name</b>	<b>Name</b>
<b>Position</b>	<b>Position</b>
<b>Company Name</b>	<b>Company Name</b>
<b>Address</b>	<b>Address</b>
<b>Tel No</b>	<b>Tel No</b>

I give / do not give permission to take up my references prior to an offer of employment being made (delete clearly as appropriate).

I give / do not give permission to take up my references prior to an offer of employment being made (delete clearly as appropriate).

**Evidence of qualifications**

Offers of appointment are made on the basis of information provided in your written application (including your CV) and at interview. If offered an appointment you will be asked to provide evidence of any qualifications that may be relevant and detailed in your application. If you are unable to provide satisfactory evidence the offer of employment may be withdrawn.

**DATA PROTECTION STATEMENT**

The information that you provide on this form and obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process. If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us. We may also use the information if there is a complaint relevant to this recruitment process.

We may check the information collected with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the application form you consent to the processing of personal data.

**Undertaking**

I confirm that the entries that I have made on this application form are, to the best of my knowledge and belief, true. I understand that, should I have deliberately made a false statement on this form, any job offer could be withdrawn, or the continuation of employment put at risk. I authorise the Company to process and store all information contained on this application form for the purpose of recruitment and as outlined above. I authorise the Company to obtain references to support this application (subject to the restrictions above) and release the Company and referees from any liability caused by giving and receiving information.

<b>Signature:</b>		<b>Name:</b>	
		<b>Date:</b>	

**Thank you for your application and for your interest in the Company.  
We will respond to your application as soon as possible.**