



It is important that you complete this form accurately in black ink or type using BLOCK CAPITALS. If any entry is not applicable to you please answer "N/A". Your application will be judged solely on your personal merit and on how you complete this form. Pagoda Security Services Ltd is an Equal Opportunities Employer.

**FAILURE TO COMPLETE THIS FORM CORRECTLY WILL DELAY YOUR APPLICATION.**

### Personal Details:

Mr / Ms / Miss / Mrs / Other

Surname: \_\_\_\_\_

Forenames(s): \_\_\_\_\_

Previous Surname (including Maiden name): \_\_\_\_\_

Nationality: \_\_\_\_\_ Place of birth: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

How long have you lived at this address? Years: \_\_\_\_\_ Months: \_\_\_\_\_

If you have lived at this address for less than 5 years please list all your addresses to cover this time period.

\_\_\_\_\_  
\_\_\_\_\_

Tel: Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email Address: \_\_\_\_\_

In an Emergency Contact: \_\_\_\_\_ Tel: \_\_\_\_\_ Relationship: \_\_\_\_\_

Do you have a driving license? ( FULL / PROVISIONAL / NONE )

Details of current endorsements (if any): \_\_\_\_\_

NI Number: \_\_\_\_\_

Bank Account No: 

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 Sort Code: 

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Name of Bank: \_\_\_\_\_ Name on Account: \_\_\_\_\_

**Education & Training:**

Are you a student at present? Yes  No  If Yes, are you Full-time?  Part-time?

Please give your SIA Licence No and Expiry Date:

Licence No. \_\_\_\_\_

Expiry: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Please detail all qualifications including vocational courses. E.g. Door Supervisor Licence Courses, First Aid certificates, Licensees Certificates, etc.

Secondary Schools, Colleges, Universities and Training Establishments attended.	Dates		Qualifications gained or pending (Please state subject or level)
	From	To	
_____ _____ _____ Tel No: _____	Month: _____  Year: _____	Month: _____  Year: _____	_____ _____ _____
_____ _____ _____ Tel No: _____	Month: _____  Year: _____	Month: _____  Year: _____	_____ _____ _____

If you have non-vocational experience/skills, which may be relevant to your application please detail them below.

**Service Record:**

If you have served or are currently serving in any forces please fill out this section, you must bring all service documents as proof of discharge, if not then move on to the next section.

Royal Navy / Army / R.A.F / Police / Fire Service / Merchant Navy Service dates from: \_\_\_\_\_ to: \_\_\_\_\_

State the Regiment, Corps, Force or Brigade: \_\_\_\_\_

Regimental Service number \_\_\_\_\_ Rank attained: \_\_\_\_\_ Are you liable to recalled? Yes  No

Conduct Record: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Are you a member of any RESERVE involving Annual Training? Yes  No  Are you currently Serving with the TA? Yes  No

**You will be required to bring in all service discharge documentation as this is mandatory to the screening and vetting process without this it will not be possible to process your application.**

**Rehabilitation of Offenders Act 1974:**

Give details of any cautions or convictions civil/criminal/military, including motoring offences and pending actions that you may have, which are not excluded by the Rehabilitation of Offenders Act 1974. See notes attached at the end of the application form.

DATE OF CONVICTION	OFFENCE	SENTENCE
<p>____ / ____ / ____</p>	<p>_____</p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p>
<p>____ / ____ / ____</p>	<p>_____</p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p>
<p>____ / ____ / ____</p>	<p>_____</p> <p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p> <p>_____</p>

If you have no previous convictions, then please tick the box

Are there any prosecutions pending against you?    Yes     No

(If yes, give details) \_\_\_\_\_

Do you have any County Court Judgements for debt?    Yes     No     (If yes, give details)

\_\_\_\_\_

**Work History:**

The security screening process requires us to verify **your last ten years Employment/Unemployment** history. Please complete all periods for the last ten years or from when you left secondary education. **PLEASE DO NOT LEAVE ANY GAPS** even if you have not been living in the United Kingdom.

PLEASE FILL IN AS MUCH INFORMATION AS YOU CAN INCLUDING NAMES, ADDRESSES, CONTACT NUMBERS & EMAIL ADDRESSES IF KNOWN

Employers name, Address of company, Phone number and email if known	Job title	Employment Month & year		Reason for leaving
		From	To	
_____ _____ _____ Tel No: _____	_____ _____ _____	Month:  Year:	Month:  Year:	_____ _____ _____
_____ _____ _____ Tel No: _____	_____ _____ _____	Month:  Year:	Month:  Year:	_____ _____ _____
_____ _____ _____ Tel No: _____	_____ _____ _____	Month:  Year:	Month:  Year:	_____ _____ _____
_____ _____ _____ Tel No: _____	_____ _____ _____	Month:  Year:	Month:  Year:	_____ _____ _____
_____ _____ _____ Tel No: _____	_____ _____ _____	Month:  Year:	Month:  Year:	_____ _____ _____
_____ _____ _____ Tel No: _____	_____ _____ _____	Month:  Year:	Month:  Year:	_____ _____ _____
_____ _____ _____ Tel No: _____	_____ _____ _____	Month:  Year:	Month:  Year:	_____ _____ _____
_____ _____ _____ Tel No: _____	_____ _____ _____	Month:  Year:	Month:  Year:	_____ _____ _____

If necessary please use a continuation form.

**References:**

Give the **name, address, contact number** and **email** (if known) of **two** people, preferably ex-employers, from who references may be sought.

If you only have personal referees then both should have known you for at **least five years** and **must not be related to you** even if they are not living in the UK

**We are unable to offer employment until references are returned to us so please try and supply email addresses if possible.**

Thank you.

Name: _____	Name: _____
Address: _____	Address: _____
_____	_____
Email _____	Email _____
Tel No: _____	Tel No: _____
Occupation: _____	Occupation: _____
How long known: _____	How long known: _____
Relationship to you: _____	Relationship to you: _____

If you have been self-employed, give the details of two persons, other than Personal References shown above, who can confirm this e.g. Solicitor, Accountant, Companies with whom you have traded.

Name: _____	Name: _____
Address: _____	Address: _____
_____	_____
Tel No: _____	Tel No: _____
Occupation: _____	Occupation: _____
How long known: _____	How long known: _____

**Declaration:**

**CONSENT TO PROCESSING OF PERSONAL AND SENSITIVE PERSONAL DATA FOR THE PURPOSES OF THE DATA PROTECTION ACT 1998 ('the DPA 1998')**

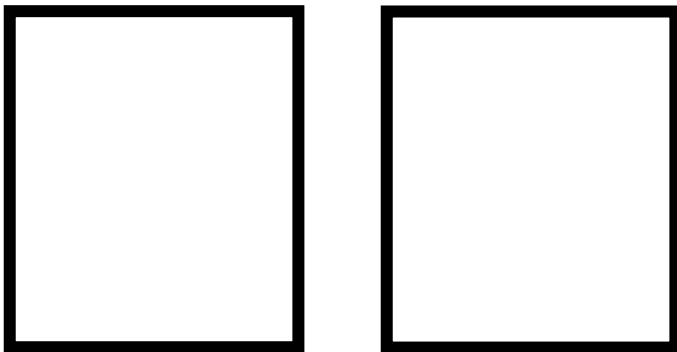
I hereby consent to and authorise Pagoda Security Services Ltd ('the company') and any third party nominated by the Company from time to time to perform a vetting service to hold the information contained in the Application for Employment and any other information obtained and/or derived as a direct result of the Company and/or the Vetting Company obtaining references and/or confirming the accuracy of the information contained in the Application for Employment (and for the avoidance of doubt that will include details of National Insurance Contributions) for the duration of any applicable probationary period and subsequently in the event that any employment with the Company is confirmed. (This consent shall constitute 'consent' and 'explicit consent' for the purposes of the DPA 1998.)

I declare that all the foregoing details given in this application are true to the best of my knowledge. I understand that misrepresentation, or failure to disclose material facts, may constitute grounds for immediate dismissal and/or legal action. I understand that any offer of employment will be subject to satisfactory references being obtained.

I understand these details will be held in confidence by the Company, for the purposes of ongoing personnel administration and payroll administration in compliance with the Data Protection Act 1998. I undertake to notify the company immediately of any changes to the details contained in this document.

Signed: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**PLEASE ATTACH 2 PASSPORT PHOTOGRAPHS HERE**



**Please return this form to:**

HR Dept  
Pagoda Security Services Ltd  
Unit 11  
Newhaven Enterprise Centre  
Denton Island  
Newhaven  
East Sussex  
BN9 9BA

Thank you.

Under the Rehabilitation of Offenders Act 1974 criminal convictions can become spent or ignored after a rehabilitation period. The rehabilitation period varies depending on the sentence or order imposed by the court - not the offence. Custodial sentences of more than two and half years can never become spent. The following sentences become spent after fixed periods from the date of conviction:

<b>Sentence</b>	<b>Rehabilitation period Age 18 or over when convicted</b>	<b>Rehabilitation period Age 17 or under when convicted</b>
Prison sentences of 6 months or less, including suspended sentences, youth custody (abolished in 1988) and detention in a young offender institution	7 years	3 and half years
Prison sentences of more than 6 months to 2 and half years, including suspended sentences, youth custody (abolished in 1988) and detention in a young offender institution	10 years	5 years
Borstal (abolished in 1983)	7 years	7 years
Detention Centres (abolished in 1988)	3 years	3 years
Fines (even if subsequently imprisoned for fine default), compensation, probation (for convictions on or after 3 February 1995), community service, combination, action plan, curfew, drug treatment and testing and reparation orders	5 years	2 and half years
Absolute discharge	6 months	6 months

With some sentences, the rehabilitation period varies:

<b>Sentence</b>	<b>Rehabilitation Period</b>
Conditional discharge or bind-over, probation (for convictions before 3 February 1995), supervision, care-orders	1 year or until the order expires (whichever is longer)
Attendance centre orders	1 year after the order expires
Hospital orders) with or without a restriction order)	5 years or 2 years after the order expires (whichever is longer)
Referral Order	Once the order expires

Disqualifications:

The rehabilitation period for a disqualification is the length of the disqualification. If a person is disqualified at the same time as receiving another penalty, the longer rehabilitation period applies. (For example, if a motorist is banned from driving for seven years and fined - which takes five years to become spent - the rehabilitation period would be seven years, not five years.)



**Equal Opportunities Monitoring Form**

We want to make sure that we are an equal opportunities employer in practice, which is why we want to monitor our recruitment procedures. We will separate this part of the form from the application form, or you can send it to us under separate cover. It will not form part of the selection process and is strictly confidential.

**Gender**

Male  Female

**Marital Status**

Married  Single  Divorced  Separated

**How do you identify your ethnic group? Please circle.**

**A) White**

• British                      • Irish                      • Other White background (please specify)

**B) Black or Black British**

• Caribbean                      • African                      • Other Black background (please specify) \_\_\_\_\_

**C) Arab or Middle Eastern descent**

• Arab                      • North African                      • Iraqi                      • Kurdish

• Other Middle Eastern background (please specify) \_\_\_\_\_

**D) Asian or Asian British**

• Indian                      • Pakistani                      • Bangladeshi                      • Other Asian background (please specify) \_\_\_\_\_

**E) Chinese or other ethnic group**

• Chinese                      • Other (please specify) \_\_\_\_\_

**F) Mixed**

• White and Black Caribbean                      • White and Black African

• White and Asian                      • Other Mixed background (please specify) \_\_\_\_

**Disabled Person**

Do you consider yourself to be a disabled person because of the barriers (attitudinal, environmental and organisational) which prevent you from participating fully in all areas of life (please tick)?

Yes  No

**What age group do you belong to? (please circle)**

18 – 28                      29 – 38                      39 – 48                      49 – 58                      59+