

EMPLOYMENT APPLICATION FORM

Please read the following information carefully, before completing the form.

1. This form, when completed, contains the basic information from which an applicant is assessed.
2. Each set of information requested contains an explanation as to why it is needed. References to security screening are for BS7858 (Security Screening of Individuals Employed in a Security Environment), to which the Company is obliged to comply.

Personal Details			
Title	Forenames	Surname	
Surname at Birth <i>(if different from above)</i>			
Address <i>(please provide 5 years of address history)</i>		Post Code	
Dates at this Address			
		From	to
Address 2		Post Code	
Dates at this Address			
		From	to
Address 3		Post Code	
Dates at this Address			
		From	to
Address 4		Post Code	
Dates at this Address			
		From	to
Address 5		Post Code	
Dates at this Address			
		From	to
Telephone Number		Mobile Number	
Email Address			
Date of Birth		Place of Birth	

For the purposes of the Asylum and Immigration Act 1996, it is necessary for an employer to establish that an employee is entitled to work in the United Kingdom, and, if so, to establish if any restrictions under the Act applies to the employee. The following questions must therefore be answered to satisfy this requirement.

Nationality	Are you permitted to work in the UK?		
Date and Place of entry into UK (<i>if applicable</i>)			
National Insurance No	Passport No		

Emergency Contact Details (Next of Kin)				
Forename		Surname		Relationship
Address		Post Code		
Mobile Number		Telephone Number		
Driving Licence				
Driving Licence		Licence Number		
Full		Provisional		
Licence Type		Own Transport		
Have you ever been disqualified from driving? <i>(if yes please provide details of any convictions or endorsements in the last 5 years)</i>				
Services Record				
Services		Unit or Regiment		
Rank		Service Number		
From		To		Conduct Assessment on discharged
Are you a member of any reserve which will require annual training service? <i>(if yes, please give details)</i>				
Offences, Cautions and Convictions				
Have you ever been caution by the police?				
Have you ever been convicted, fined or had any order made against you by a criminal, civil or military court?				
Are you aware of any police investigations in which you may be involved?				
If you answered yes to either of the questions above pleas give further details				
<i>N.B. Disclosure is not required where there is a conviction to which the provisions of the Rehabilitation of Offenders Act 1974 apply. Failure to disclose an unspent conviction may result in summary dismissal. If you are unclear about any of these questions ask the interviewer</i>				
Financial Liabilities				
<i>This is required in compliance with security screening procedures BS7858. Answering "YES" to any of the listed questions will not automatically impair your application</i>				
Have you any outstanding debts or attachments of earnings? <i>(if yes, please give details)</i>				
Have you ever been declared bankrupt and/or insolvent? <i>(if yes, please give details)</i>				
Are you the subject of any County Court proceedings? <i>(if yes, please give details)</i>				

Secondary Education Record

School Attended					
From		To		Qualifications	
Address				Telephone	
College/University Attended					
From		To		Qualifications	
Address				Telephone	

Employment Record

State all periods of employment, unemployment and self-employment for the last 5 years or since leaving school. For any period of unemployment, state the address of the Unemployment Benefit Office at which you reported. Start from the most recent employment to the farthest away in time.

Employer Name					
Address				Telephone	
				Position	
Email					
Salary		Reason for leaving			
Start date				Leaving date	
Employer Name					
Address				Telephone	
				Position	
Email					
Salary		Reason for leaving			
Start date				Leaving date	
Employer Name					
Address				Telephone	
				Position	
Email					
Salary		Reason for leaving			
Start date				Leaving date	
Employer Name					
Address				Telephone	
				Position	
Email					
Salary		Reason for leaving			
Start date				Leaving date	

Employer Name			
Address			Telephone
			Position
Email			
Salary		Reason for leaving	
Start date		Leaving date	
Employer Name			
Address			Telephone
			Position
Email			
Salary		Reason for leaving	
Start date		Leaving date	
Employer Name			
Address			Telephone
			Position
Email			
Salary		Reason for leaving	
Start date		Leaving date	
Employer Name			
Address			Telephone
			Position
Email			
Salary		Reason for leaving	
Start date		Leaving date	
Employer Name			
Address			Telephone
			Position
Email			
Salary		Reason for leaving	
Start date		Leaving date	

Medical Questionnaire

The following information is retained in strictest confidence and will assist us in protecting, as far as reasonably practicable, your health, safety and welfare. It will not be used to discriminate against your application. Please answer Yes or No and providing further information below when required.

1. Are you generally in good health?	
2. Are you physically fit?	
3. Is your eyesight acceptable for normal purposes, e.g., driving (with spectacles/lenses if needed)?	
4. Is your hearing within normal range, including for telephone usage?	
5. Are you presently taking prescribed medication?	
6. Have you been registered disabled?	
7. Have you had any illness or injury causing you to be off work for more than 2 weeks in the last 5 years?	

Do you suffer from, or have you ever had, any of the following?

8. Diabetes		9. Back trouble	
10. Heart trouble		11. Chest trouble	
12. Migraine		13. Allergies	
14. High blood pressure		15. Arthritis, rheumatism or gout	
16. Fainting, black outs, epilepsy or fits		17. Mental ill-health or breakdown	
18. Joints, ligaments or tendon trouble		19. Fracture	

20. Do you suffer from any other medical condition that may affect your suitability for employment	
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If you answered Yes to any of the above questions, please provide further details below

Should any additional information be required from your medical practitioner, the law requires us to inform you of our intention and to obtain your written consent beforehand.

Health Declaration

I confirm that the above information is complete and correct and agree that SmartSec Solutions reserves the right to require me to undergo a medical examination at the Company's expense

Employee Full Name		Date	
Signature			

Working Time Regulation

I understand that under the WTR, my hours of work are restricted to a maximum of an average of 48 hours per week which is taken over 26 weeks, unless I state otherwise in writing. I also understand WTR stipulates specific rest breaks, daily and weekly breaks between shifts, night working and the maximum weekly normal working time.

I accept that in accordance with the "special case" exemptions contained within the WTR, I may agree to waive these stipulations, providing that compensatory rest is arranged. (Within the WTR, compensatory allows for the deferment of the stipulated rest, in accordance with working practice)

I wish therefore..... (tick one box below, as appropriate)

<input type="checkbox"/>	Volunteer to work more than an average of 48 hours in my working week, taken over 26 weeks, and agree to have compensatory rest
<input type="checkbox"/>	Limit my hours of work to a weekly average of 48 hours, taken over 26 weeks, and to agree to have compensatory rest.

Employee Full Name		Date	
Signature			

Declaration

Please read this carefully before signing this application.

I hereby certify that to the best of my knowledge, the information that I have given in my application for employment is true and complete and understand that any false statement or omission to the Company or its representatives may render lead to termination of employment without notice. 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 authorise the Company or its agents to approach Government agencies, former employers, educational establishments, criminal justice agencies and personal referees for information relating to and verification of my employment/unemployment record. I consent to the Company's reasonable processing of any 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 were requested by the Company. Subject to the Access to Medical Reports Act 1988, I consent to the results of such examinations to be given to the Company and authorise the Company to make a consumer information 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 further declare that any documents that I provide as proof of my identity, proof of address, proof of right to work and any other documents that I provide are genuine and give my consent for these documents to be examined under a UV scanner or similar device. I acknowledge that any falsified documents may be reported to the appropriate authority.

GENERAL DATA PROTECTION REGULATIONS 2018

Protecting the confidentiality and integrity of Personal Data is a critical responsibility that we take seriously at all times. Our Data Protection Policy sets out how we handle Personal Data, in line with the General Data Protection Regulations 2018 (GDPR). See our GDPR consent form for new employees for more information and declaration.

The Company will use the information you have freely given on your application form (together with any information which we obtain with your consent from third parties) for assessing your suitability for employment.

It may be necessary to disclose your information to our agents and other service providers. By returning this completed application form to the Company you consent to our processing personal data about you where this is necessary, for example information about your credit status, ethnic origin or criminal offences. You also consent to the transfer of your information to your current and future potential employers where this is necessary (this may be to companies operating abroad if you apply for work outside of the United Kingdom). Your information will be held on our computer database and/or in our paper filing systems, in line with GDPR 2018. You have the right to apply for a copy of your information and to have any inaccuracies corrected.

REHABILITATION OF OFFENDERS ACT

By signing below, you agree to this process and confirm that you do not have a criminal record subject to the current Rehabilitation of Offenders Act and any amendments.

DISCLOSURE

You are applying for a position of trust and in the event of being offered employment by the Company we may apply for a Disclosure. However, having a criminal record does not necessarily bar you from employment. Disclosure 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, you allow the Company to see a copy of the Disclosure.

The disclosure information is not retained i.e. it is disposed of within the timescales recommended in the DBS code of practice. By signing below, you agree to this process.

SCREENING

Any offer of employment is subject to satisfactory screening, that the applicant consents to being screen and will provide information as required. That the information provided is correct, and the applicant acknowledges that any false statements or omissions could lead to termination of employment.

Employee Full Name		Date	
Signature			

Equal Opportunities

This section is voluntary and will not be used in assessing your application. Smart Sec Solutions Limited is an equal opportunities employer. If you choose to complete this section it will help us to monitor the effectiveness of our Equal Opportunities Policy. Please tick the appropriate box below.

My ethnic origin is ... (please tick the appropriate box below)

African		Asian		Caribbean	
Black European		Black (other)		White British	
White European		White (other)			

Bank Details

Employee Name			
Account holder Name			
Name of Bank			
Sort Code			
Account Number			
Employee Signature		Date	

Uniform Information

Uniform Item	UK Size	Alpha Size (e.g., S, M, L)
Blazer		
Trousers/Skirt		
Shirt/Blouse		
Other (please specify)		

GDPR Consent for New Employees

As a new employee, there are various ways in which we use your data. The General Data Protection Regulation permits us to use your data for certain reasons only. The most common reasons we use your data are set out below:

- We need your data so that we can carry out the contract of employment that we have with you. For example, we need your bank details in order to ensure you are paid
- We need your data so that we can comply with our legal obligations. For example, we need documentation from you to make checks into your right to work in the UK
- We need your data to carry out our legitimate interests. For example, we need your sickness absence data so that we can implement an effective sickness absence management system.

There are other reasons we would like to use your data which do not fall into one of those listed above. To allow us to do this, we need your consent. This means that you must let us know that you are happy for us to use your data in the way we would like. With this form, we are asking you to provide your consent for us to use the data for the reasons given below.

Providing consent

The Company is committed to complying with the GDPR with regard to processing your data. If you are to give consent, it must be:

- freely given
- specific
- informed
- unambiguous.

We have kept this form separate to your other terms and conditions so that you understand it is a separate agreement. Your consent to our use of your data by signing this form is separate to your agreement to your terms and conditions of employment. If you give your consent, your data will be processed in line with our Data Protection policy.

You are entirely in control of your decision to give consent to our use of your data as requested in this form. You do not need to give consent. There will be no repercussions if you choose to withhold consent and your data will not be used in the ways set out in this form.

Who relies on your consent

The data for which we are requesting your consent will be used by SmartSec Solutions. The following also rely on your consent:

- Industry regulatory bodies
- Credit reference agencies
- Training providers
- Service partners
- Our clients

The data we would like to process

The following are examples of information which may be retained by the Company as part of its personnel records. The list is not exclusive or exhaustive:

- References obtained during recruitment
- Details of terms of employment
- Payroll, tax and National Insurance information
- Performance information
- Details of grade and job duties
- Health records
- Absence records, including holiday records and self-certification forms
- details of any disciplinary investigations and proceedings
- Training records
- Contact names and addresses
- Correspondence with us and other information that you have given us

Please inform us whether you freely give your consent to our processing of your data after termination of your employment for a period of 7 years for employment purposes and record keeping.

Withdrawing your consent

You have the absolute unrestricted right to withdraw your consent at any time. If you wish to withdraw your consent once it is given, you should contact [insert details]. You will then be provided with this form where you can indicate, using the third and fourth columns above, that you now wish to withdraw your consent. There will be no repercussions because of your withdrawal and we will stop processing the data for which you have withdrawn your consent.

Change in purposes

If the purpose of using the data for which we have received your consent changes, we will seek new consent, setting out the new purpose.

Employee declaration

- I am giving my consent to the Company to use my data as indicated above
- I understand that I am not required to give consent to the Company’s use of my data in the ways set out in this form. Where I have done so, I have done so of my own free will
- I understand the ways in which the Company wishes to use my data as set out above
- I understand there will be no repercussions if I refuse to give consent in this form
- I know that I can withdraw my consent at any time.

Withdrawing your consent

You have the absolute unrestricted right to withdraw your consent at any time. If you wish to withdraw your consent once it is given, you should contact [insert details]. You will then be provided with this form where you can indicate, using the third and fourth columns above, that you now wish to withdraw your consent. There will be no repercussions because of your withdrawal and we will stop processing the data for which you have withdrawn your consent.

Change in purposes

If the purpose of using the data for which we have received your consent changes, we will seek new consent, setting out the new purpose.

Employee declaration

- I am giving my consent to the Company to use my data as indicated above
- I understand that I am not required to give consent to the Company’s use of my data in the ways set out in this form. Where I have done so, I have done so of my own free will
- I understand the ways in which the Company wishes to use my data as set out above
- I understand there will be no repercussions if I refuse to give consent in this form
- I know that I can withdraw my consent at any time.

Employee Signature		Date	
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Company Induction Record Form

Employee Name

A senior manager shall ensure that all staff receives Company Induction Training before commencing employment. This form is evidence that this training has been satisfactorily carried out. This form MUST be signed by both the new employee and the manager to indicate that the points have been covered. Retain a signed copy to this form and file at the office.

Subject	Guidance Notes
Smart Sec Solutions Company overview and services provided	Provide history of the Company and the services provided throughout the organisation. See company PowerPoint. Note key contacts and management support team.
Holiday entitlement and booking policy	Explain the number of holidays the individual is entitled, how holidays are to be booked (28 days' notice) sssholidays@smartsecsolutions.com
Absenteeism policy and reporting procedure	Explain the procedure for staff to follow if they are to absent from work and include pay.
Payment System & Wage Queries	Explain the Company payment system how and when employees receive payment and the procedure for processing wage queries. Staff will get paid on the 12th of each month for shifts worked the month before. Payslips are published on 5th of each month
Overtime Requests	There is no guarantee of overtime but we will do our best to offer appropriate additional shifts to all staff. For relief officers, ideally you will let us have your availability for work a week in advance.
Explanation of the Environmental, Health and Quality Management System Policy (EHQMS)	Give an overview of how the company implements and maintains the ISO14001, ISO45001, ISO9001. Also, how procedures are audited annual to verify compliance.
Environment Health & Safety (Issue & the wearing of PPE & Uniform)	Explain the importance of recording the receipt of PPE and the wearing, include action if found not adhering to the Health & Safety policy. All employees will be provided with uniform, excluding socks outwear and footwear. The company will pay in full for the uniform required to perform your duties. If your employment will cease in any way within 6 months of your start date then you will have to pay the full amount of purchase back. If your employment was ceased in any way within 12 months of your start date then you will have to pay half the amount of the purchase back.
Your Roles & responsibilities	To behave in a professional manner at all times. Explain the roles responsibilities and authority of the new staff. Include the job description and or Assignment Instructions. Let employees know what each role consists of, who to report too.
<i>Identifying training needs specific to each role</i>	<i>Explain the procedure where a staff member identifies a training need and the processing of any training. Explain what sort of training is required.</i>
SIA licensing – Your Responsibility	Explain the licensing checks and if the employee has his/her license revoked or receives a caution the Company must be notified immediately this includes motoring offences. It is the employee's responsibility to ensure their license is up to date.
Incident reporting	Explain how site incidents are to be recorded and who is to be notified and how. The right steps to be followed. Understand which contacts to address Incident report writing
Explanation of the company's Disciplinary and Grievance Procedure	Give the trainee an introduction and explanation of the company's procedures when it comes to procedure for discipline. Ensure all employees see handbook

Summary Check List

Rules		
01	Punctuality and attendance	
02	Tea, coffee and meal breaks	
03	<i>Appearance and communication</i>	

	04	Smoking	
	05	Use of equipment and telephones and mobiles	
Health and Safety Management	06	Occupational Health and Safety Policy	
	07	Health and safety law (what you need to know)	
	08	<i>First aid arrangements</i>	
	09	Accident and near miss reporting	
	10	Fire evacuation	
	11	Risk assessments	
	12	Health surveillance	
Environmental Management	13	Environmental Policy	
	14	Emergency plan	
	15	Significant Environmental Aspects	
	16	Waste management	

I, the trainee confirm that I have received the above training and have fully understood the requirements. I also confirm that I will implement the above as and when required. The Trainer shall sign confirming that they have confirmed the effectiveness of the training

Employee Signature		Date	
Manager Signature		Date	

HM Revenue & Customs Starter Check List

As a new employee your employer needs the information provided on your P45, if you have not been provided a P45 by your previous employer you will be required to fill a HMRC Starter Check List so your employer can ensure the correct information is provided to HMRC in regards to your tax code.

Do you have a P45 that has been provided by your last employer?

If you answer no to the above question and you cannot provide an up to date P45, please follow the link below to fill a HMRC Starter Check List. Once it has been completed on the government website, please save the form and send it to us via email.

<https://www.gov.uk/guidance/starter-checklist-for-payee>

Workplace Pension Information

Dear Colleague,

You will soon we'll be automatically enrolling you into NEST.

Workplace pension's law has changed, which means we need to enrol you into a workplace pension scheme that meets new legal standards.

We've chosen NEST as our workplace pension scheme to meet our employer duties and help you put money aside for your retirement. NEST is a straightforward pension scheme that gives you one retirement pot for life.

You will be automatically enrolled into NEST (our pension scheme) because you meet all of the following criteria:

- You earn over £192 per week (or £833 per month)*
- You are aged 22 or over and*
- You are under state pension age.*

If you want to stay in the scheme you don't have to do anything; you will automatically be enrolled.

If you would like to know more about NEST you can visit their website at www.nestpensions.org.uk or search online for NEST pensions. Once you've been enrolled, you'll be able to activate an online account that lets you take control of your retirement pot.

Contributing to your NEST retirement pot

We'll make employer contributions to your retirement pot and you'll pay member contributions.

If you're eligible you'll also get extra money from the government through tax relief. This is paid at the basic rate, which at the moment is 20 per cent. This will be paid on the contributions you make and will go directly into your retirement pot once NEST has claimed it from the government. If we do not have your National Insurance number NEST won't usually be able to claim basic rate tax relief on your behalf, so please make sure you've given it to us so you don't miss out on any extra money.

We calculate contributions based on your qualifying earnings. This means your annual earnings fall between £5,832.00 and £42,385.00. It includes your salary/wages, overtime, bonuses as well as statutory sick, maternity, paternity or adoption pay.

We'll pay two per cent of your qualifying earnings per month. You'll pay three per cent of your qualifying earnings per month. Your contributions will be deducted from your qualifying earnings.

The new pension's law sets out minimum contributions for all employers to pay. Your contributions will rise over time, in line with the new pension's law. Please see the table below:

	Our Employer contribution	Your Contribution	Tax Relief
From April 2019	3%	5%	20%

Opting out

If you decide that you do not want to put money aside for your retirement just yet, you have the right to opt out. You must do this within the opt-out period, which is normally one month from the date your enrolment begins. NEST will write to you shortly to tell you about your one month opt-out period.

You can't opt out until you've been enrolled and received your NEST ID. You'll find this in the letter NEST sends you. Once you've received your NEST ID there are several ways to opt out. You can:

- Log in to your online account and follow the onscreen information
- Call NEST's automated telephone line
- Request a paper opt-out form from NEST and then fill it in and send it back to us

You'll find more details about opting out in your welcome pack which NEST will forward to you after the enrolment.

Don't contact NEST to opt out before you've been automatically enrolled and received your welcome pack. They will not your accounts set up yet and you will not be able to opt out.

If you haven't received your welcome pack after a month and think you'll want to opt out, check with Human Resources to make sure you've been enrolled and your welcome pack has been sent to the right address. You can find out more on NEST's website at nestpensions.org.uk/savers

What happens if you opt out?

Opting out means you'll be treated as though we never enrolled you into the scheme. Once a valid opt-out notice has been received, we'll refund to you any member contributions you've made through your salary.

If you change your mind after opting out, you can opt back in again if you want to. We'll have a duty to make that happen one in any 12 month period if you ask us to.

If you choose to opt out, you'll normally be automatically re-enrolled back in a pension scheme at a later date. This is usually around every three years after the date these new duties first apply to us. This will also happen if you stay in NEST but stop making contributions.

This happens because the reason you had for opting out or stopping contributions originally may have changed and you might be ready to start building a retirement income. Again, you can still choose at that point whether you want to stay in or opt out of the scheme.

Providing you with a workplace pension scheme

Once you're a member of NEST it's our legal duty to make sure your membership carries on and you keep getting the contributions you're entitled to. This doesn't apply if you opt out or stop making contributions.

If we decide to change your pension scheme and you're still eligible to be automatically enrolled, we need to make sure we put you into another scheme that meets the same legal standards the next day, if you're still employed by us.

Getting more information

For more information about your NEST retirement pot, you can activate your online account using the details in your welcome pack – or contact NEST directly on Member enquires: 0300 020 0090

You can also get general information on pensions and saving for later life from the Government website at www.direct.gov.uk/workplacepension

Employee Signature

Date