

Unique Identification Number

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Finance & Personnel  
Bartleet Road  
Washford  
Redditch  
Worcs.  
B98 0FL

# Bristow & Sutor

Enforcement Agents



## EMPLOYMENT APPLICATION FORM

### Baseline Personnel Security Standard

#### 1. Vacancy Details

Post Applied For:	
Where did you hear of this vacancy?	

#### 2. Personal Details

Title:			
Forename:		Surname:	
Address:			
		Postcode:	
Home Tel:		Mobile:	

If you have NOT lived at your current address for 6 years, please ensure you complete Section 9.

#### 3. Employment History (Most Recent First)

Name & Address of Employer	Job Title	Period From	Period To	Salary
	Key Duties and Responsibilities			
Reason for leaving/wishing to leave				
Referee to verify employment	Length of Association to Referee	Relationship to Referee		

Employment History – continued...

Name & Address of Employer	Job Title	Period From	Period To	Salary
	Key Duties and Responsibilities			
Reason for leaving/wishing to leave				
Referee to verify employment	Length of Association to Referee	Relationship to Referee		

Name & Address of Employer	Job Title	Period From	Period To	Salary
	Key Duties and Responsibilities			
Reason for leaving/wishing to leave				
Referee to verify employment	Length of Association to Referee	Relationship to Referee		

**Periods unaccounted for during the last 3 years (e.g. career breaks, unemployment, etc.)**

If your employment history does not already give a reasonable account covering all of the last 3 years; then you must now include information which can be verified for any gaps, particularly if you spent 6 months or more abroad during any gap period. (e.g. if you have recently left school or since leaving school have been in full-time education and not employed).

*(Continue on a separate sheet if necessary)*

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**4. Other Employment Details**

Are you currently employed?  YES  NO

If NO, how long have you been out of work .....

Have you applied to us or worked for us before?  YES  NO

If YES, what position & when .....

Do you know anyone already employed by the company?  YES  NO

If YES, whom and what is their position.....

Did this person recommend you to the Company?  YES  NO

If offered this position, will you also work in any other capacity (i.e. for ANOTHER Company)  YES  NO

If YES, please give details .....

How much notice are you required to give to your present employer? .....

## 5. Nationality & Immigration Status

Nationality at birth: .....

Present nationality (if different): .....

Have you ever possessed any other nationality or citizenship?  YES  NO

If YES, please specify: .....

Are you subject to immigration control?  YES  NO

If YES, please specify: .....

Are you lawfully resident in the UK?  YES  NO

Are there any restrictions on your continued residence in the UK?  YES  NO

If YES, please specify: .....

Are there any restrictions on your continued freedom to take employment in the UK?  YES  NO

If YES, please specify: .....

If applicable, please state your Home Office / Port reference number here: .....

## 6. Academic Record

Name of School & (Dates From & To)	Subjects	Examinations Taken (Exam Dates)	Grades
College or University & (Dates From & To)			
Professional Qualifications & (Dates From & To)			

**7. Other Details**

Do you possess a Full Driving License?  YES  NO  
 If YES, how long have you held a License? .....  
 (You would not be required to use your own vehicle on company business).

Have you had any driving convictions within the last 10 years?  YES  NO  
 If YES, please state details .....

Have you ever been convicted for a drink/drug related motoring offence?  YES  NO  
 If YES, please state details .....  
 .....

Have you or your partner ever been adjudged Bankrupt, had any County Court Judgments made against you or been summoned for non-payment of Council Tax, Business Rates or Magistrates & Penalty Charge Notices.?  YES  NO  
 If YES, please state details .....  
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Are there any adjustments that may be required to be made should you be invited for interview?  YES  NO  
 If YES, please state details .....  
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**8. Supporting Statement for Relevant Skills, Knowledge and Experience**

Please explain why you think you are a suitable candidate for the position you have applied for, together with any additional information or experience which you consider relevant and wish to provide to demonstrate that you have the qualities to do the job. Please continue on a separate sheet if necessary:

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**9. Address History - If you have lived at your current address for less than 6 years please list in full all your previous addresses for the past 6 years.**

From .....To ..... Address .....Post Code.....

From .....To ..... Address .....Post Code.....

From .....To ..... Address .....Post Code.....

## 10. Criminal Records Declaration Form

It is a condition of working for Bristow & Sutor that you answer all the questions on this form and that you do not withhold any information, except as provided under the Rehabilitation of Offenders Act 1974. Failure to do this will result in your application being rejected or if you have already been appointed, to your dismissal. Please answer the questions frankly. An unfavourable reply does not necessarily mean that you will not be offered a post. Each application is treated on its merits. The Rehabilitation of Offenders Act 1974 is intended to prevent discrimination against ex-offenders who are judged to have put their criminal past behind them. The Act allows some criminal convictions to become spent after a certain period of time.

Have you ever been convicted or found guilty by a Court of any offence in any country (excluding parking but including all motoring offences even where a spot fine has been administered by the police) or have you ever been put on probation (probation orders are now called community rehabilitation orders) or absolutely/conditionally discharged or bound over after being charged with any offence or is there any action pending against you? You need not declare convictions, which are "spent" under the Rehabilitation of Offenders Act (1974).

YES     NO

*(If yes, please give details)*

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Have you ever been convicted by a Court Martial or sentenced to detention or dismissal whilst serving in the Armed Forces of the UK or any Commonwealth or foreign country? You need not declare convictions, which are 'spent' under the Rehabilitation of Offenders Act (1974).

YES     NO

*(If yes, please give details)*

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Are you currently or have you been involved in any other activities, which may compromise your position in the department where you may be accused of:

- Bias or prejudice in the conduct of official duties;
- Misuse of official information;
- Misappropriation of public funds?

YES     NO

*(If yes, please give details)*

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## 11. Declaration

**(Please TICK in the box if you agree that your application is subject to the following statements)**

- I declare that all the information I have given on this application form is true to the best of my knowledge and belief.
- I understand that my application may be rejected and/or that I may be subject to disciplinary action if I am appointed and I have given false information or withheld relevant details.
- I understand that if I am charged with an offence after I have returned this form that I will notify The Company straight away.

I declare that the information given on all parts of this application form and in any other forms or documentation which accompanies it, is to the best of my knowledge correct. I understand that giving false information will make my application unacceptable and, if I am appointed, lead to my dismissal. I accept that:-

- If I am appointed, the information on this form may be used, in accordance with Schedule 2 of the Data Protection Act 1998, to form a part of my permanent personal record.
- The information in the Equal Opportunities Monitoring Form which accompanies the application form will be used in accordance with Schedule 3 of the Data Protection Act 1998 to identify and review the equality of treatment between individuals with a view to enabling such equality to be promoted and maintained. It will not be seen by those who are responsible for making selection decisions.
- Should I be successful in my application, I give my consent for you to contact my previous employers concerning my prior work experience. This will only be done after commencing employment with us.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Important: Data Protection Act (1998).** This form asks you to supply “personal” data as defined by the Data Protection Act 1998. You will be supplying this data to the appropriate HR department. The personal information that you give us on this and the Equal Opportunities Form will also be used in a confidential manner to help us monitor our recruitment process.

By completing the declaration on this form, you are explicitly consenting for the data you provide to be processed in the manner described above. If you have any concerns, about any of the questions or what we will do with the information you provide, please contact the person named in the job details for further information.

## 12. Supporting Documentation

If selected for interview you should provide relevant supporting documents as listed in Annex ‘1’ (overleaf) for identity & nationality by bringing the original documents with you to the interview. Please make a note of these, so you know which documents you will be bringing with you, before returning you application form.

## **Annex 1 – Part A – Documents which may be used to verify ‘Identity’**

Bristow & Sutor require a current signed full passport, National ID Card and/or other documentation relating to immigration status and permission to work **and one of the following**:

- Recent original utility bill or certificate from a utility company confirming the arrangement to pay for the services at a fixed address on prepayment terms \*
- Bank, building society or credit union statement or passbook containing current address
- Current firearms certificate.
- Birth certificate.
- Adoption certificate.
- Marriage certificate.
- Divorce or annulment papers.
- Gender recognition certificate.
- Police registration document.
- Armed Forces identity card.
- Proof of residence from a financial institution.
- Current full driving licence
- Court order \*

Example documents marked with an \* should be recent (at least one should be within the last six months unless there is a good reason why not) and should contain the name and address of the registrant.

## **Annex 1 – Part B – Documents which may be used to verify ‘Nationality & Immigration Status’**

We would prefer originals of any of the following items:

- Current signed full passport
- National ID Card that shows you are a citizen of this country
- A work permit or other approval or other travel document, endorsed to show that you have current leave to enter, or remain in this country; and are permitted to take the employment in question.

If these documents are not available then we may accept the following alternatives:

- A full birth certificate which specifies the names of the parent(s) and was issued within 6 weeks of your birth.
- A certificate of registration or naturalisation citizen.
- A letter issued by the relevant authority to you which indicates that the person named in it has been granted indefinite leave to enter, or remain in, this country.
- A letter issued by the relevant authority to you which indicates that the person named in it has subsisting leave to enter, or remain in, this country and is entitled to take the employment in question in this country.

**PLEASE NOTE THAT MORE THAN ONE OF THE ABOVE DOCUMENTS MAY BE REQUIRED**



Unique  
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Number

# Equal Opportunities Monitoring Form



Bristow & Sutor has, and operates, an Equal Opportunities Policy, the aim of which is to ensure that unfair discrimination does not take place in recruitment. The Company actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community. The information given below will be completely confidential and used only for monitoring purposes and will not be taken into account when making the appointment, as it will be detached from the main application form.

<p><b>Gender</b></p> <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transsexual <input type="checkbox"/> Undergone, or undergoing, male to female gender reassignment <input type="checkbox"/> Undergone, or undergoing female to male gender reassignment <input type="checkbox"/> Prefer not to say
<p><b>Marital Status</b></p> <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> In a civil partnership <input type="checkbox"/> Other (please specify) <input type="checkbox"/> Prefer not to say
<p><b>Sexual Orientation</b></p> <input type="checkbox"/> Heterosexual <input type="checkbox"/> Homosexual <input type="checkbox"/> Bisexual <input type="checkbox"/> Prefer not to say
<p><b>Age Band</b></p> <input type="checkbox"/> Under 18 <input type="checkbox"/> 18 – 29 <input type="checkbox"/> 30 – 39 <input type="checkbox"/> 40 – 49 <input type="checkbox"/> 50 – 59 <input type="checkbox"/> 60 – 65 <input type="checkbox"/> Over 65  Date of Birth: _____ (Only used if offered a position)
<p><b>Disabilities</b></p> <input type="checkbox"/> None <input type="checkbox"/> Physical disability (please specify) <input type="checkbox"/> Mental disability (please specify) <input type="checkbox"/> Prefer not to say

<p><b>Race/Nationality/Ethnic Origin</b></p> <p>White</p> <input type="checkbox"/> English <input type="checkbox"/> Scottish <input type="checkbox"/> Welsh <input type="checkbox"/> Irish <input type="checkbox"/> British <input type="checkbox"/> Other white background (please specify) _____
<p>Mixed</p> <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black British <input type="checkbox"/> White and Asian <input type="checkbox"/> Other mixed background (please specify) _____
<p>Asian</p> <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> British <input type="checkbox"/> Other Asian background (please specify) _____
<p>Black</p> <input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> British <input type="checkbox"/> Other black background (please specify) _____
<input type="checkbox"/> Chinese <input type="checkbox"/> Other ethnic group (please specify) _____
<input type="checkbox"/> Prefer not to say
<p><b>Religion</b></p> <input type="checkbox"/> Christian (specify denomination) _____ <input type="checkbox"/> Jewish <input type="checkbox"/> Sikh <input type="checkbox"/> Muslim <input type="checkbox"/> Hindu <input type="checkbox"/> Buddhist <input type="checkbox"/> Rastafarian <input type="checkbox"/> Baha'i faith <input type="checkbox"/> Shinto <input type="checkbox"/> Chinese folk religion <input type="checkbox"/> Non-religious/non believer <input type="checkbox"/> Other religion (please specify) _____ <input type="checkbox"/> Prefer not to say

For the purposes of compliance with the **Data Protection Act 1998**, I hereby confirm that by completing this form I give my consent to the Company processing the data supplied on this form for the purpose of equal opportunities monitoring.

Signed..... Date.....