



the **SES GROUP**

Application  
Form

[www.thesesgroup.co.uk](http://www.thesesgroup.co.uk)

Applicants Forename	
Applicants Surname	
SES Group Office Or Division	

# *Application Form*



1. This Application Form must be **fully** completed, to ensure you can be screened to the current B.S 7858 - Security Screening of Individuals Employed in a Security Environment – Code of Practice.
2. Please answer **ALL** questions in **BLOCK CAPITALS** and using **BLACK INK**. If a question or section does not apply to you, insert 'NO' or 'N/A'.
3. **Your Application may be rejected or your Security Screening delayed if you fail to fully complete this Application Form. Details of how and where to send in your completed Application Form can be found on page 09 of this form.**

Heard of vacancy via <i>(Please circle)</i>	Internet	Family / Friend	Advert <i>(Where)</i>
	Agency <i>(Please state)</i>		Other <i>(Please state)</i>

Position applied for <i>(Please circle)</i>	Steward	S.I.A Licenced – C.C.TV / S.G / D.S / C.P		Administrative
	Trainer	Managerial	Property Inspector	Other <i>(please state)</i>

Title <i>(please circle)</i> : Mr / Mrs / Miss / Ms / other	Surname:
Surname at Birth:	Forenames:
Date of Name Change: <i>(If applicable)</i>	Date of Birth:
Current Address:	Telephone :
Post Code:	Mobile :
From <i>(MM / YY)</i>	E – Mail:
To <i>(MM / YY)</i>	

*If you have been at your current address for less than 5 years then please state your previous address below. If you have had more than one previous address during the past 5 years then please state the full address(es) with dates from and to on page 7 "Continuation Sheet"*

Previous Address:
Post Code: From <i>(MM / YY)</i> To <i>(MM / YY)</i>

Town / Place of Birth:	Nationality :	
Passport No.:	National Insurance No:	
Are you permitted to work in the UK? YES / NO	Date of entry: <i>(if applicable)</i>	
Visa type: <i>(if applicable)</i>	Visa expiry date: <i>(if applicable)</i>	
SIA Licence expiry date: <i>(if applicable)</i>	Type:	Number:

Person to contact in an emergency	
Name:	Relationship:
Address:	Their mobile telephone No:
	Their home telephone No:
Post Code:	Their work telephone No:



<b>DRIVING LICENCE</b>	
Full / Provisional / None <i>(please circle)</i>	Licence No:
Do you hold any other driving qualifications beyond a standard full driving licence? <i>(if yes please state below)</i>	
<b>OFFENCES, CAUTIONS AND CONVICTIONS</b>	
NB. Disclosure is not required where there is a conviction, caution, reprimand or final warning which is classified as "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (As amended in 2013). Failure to disclose an unprotected conviction may result in summary dismissal. <b>If you are unclear about any of these questions ask the interviewer or contact Head Office.</b>	
Have you been formally Cautioned by the Police?	YES / NO
Have you been convicted, fined or had any order made against you?	YES / NO
Are you aware of any Police investigation in which you may be involved?	YES / NO
Do you have any motoring convictions or endorsements?	YES / NO
If the answer to any of the above questions is <b>YES</b> , please give details <b>stating Offence, Sentence and Date of conviction / caution :</b>	
<b>FINANCIAL (BS 7858 requires that we conduct a Public Financial Information search with a credit reference agency)</b>	
Have you ever been declared bankrupt or insolvent?	YES / NO
Are you the subject of any County Court Judgment or proceedings?	YES / NO
If the answer to any of the above questions is <b>YES</b> , please give details <b>stating Court date(s), amount(s) and if the matter has been resolved or is on-going:</b>	
<b>CHARACTER REFEREES</b>	
Please list below details of 2 individuals who are willing to act as Character Referees who have known you and been in regular contact with you for at least <b>the last 2 years</b> . For example a <b>friend, neighbour, colleague, etc</b> . During the screening process we will approach your nominated Character Referees to assist us in verifying your character and activities. If you wish to nominate more than 2 character referees please state their details on page 7 "Continuation Sheet".	
Please note we <b>cannot accept</b> Character References from any of the following; A) relative, whether by blood, marriage or common law. B) Any person living at the same current address as you C) Former / current employer or teacher.	
Mr, Mrs, Ms, Miss Name: Address:  Post Code:  Tel No.: E-mail address: Years known: Relationship:	Mr, Mrs, Ms, Miss Name: Address:  Post Code:  Tel No.: E-mail address: Years known: Relationship:



Have you ever worked for Show and Event Security Ltd previously? If <b>YES</b> , please give details below.			YES / NO
From :	To :	Reason for Leaving :	
Office :	Staff No :	Position :	

### EMPLOYMENT RECORD / 5 YEAR HISTORY

1. State **all periods** of **employment, unemployment, self-employment, education, etc** for the **last 5 years**. Starting with the most recent and working backwards. **There can be no gaps greater than 31 days** between jobs, etc when listing your activities over the past 5 years.
2. Please ensure **dates from** and **to** provided are at **least** in **Month / Year** format.
3. For any periods of **unemployment**, state the **address of the Unemployment Benefit Office** at which you reported to. If you were unemployed but not registered as such nor in receipt of state benefits then please make this clear.
4. If not in employment, self-employment, education and not registered unemployed please state what you were doing i.e.; *Full time House Wife / Husband, living with parents, travelling, etc.*
5. If you require additional space to record this information please use the "Continuation sheet" on page 7
6. Your Security Screening cannot begin if you fail to **fully** complete this section of the Application Form

### START WITH YOUR PRESENT POSITION / SITUATION

Employers / Educational Centre / Agency Details	Employment / Education / Activity Details		
Name: Address:  Post Code Tel No:	Position Held: Staff No: Reporting To: Department: Reason for Leaving:	<b>From</b> <b>MM/YY</b>	<b>To</b> <b>Present</b>
Name: Address:  Post Code Tel No:	Position Held: Staff No: Reporting To: Department: Reason for Leaving:	<b>From</b> <b>MM/YY</b>	<b>To</b> <b>MM/YY</b>
Name: Address:  Post Code Tel No:	Position Held: Staff No: Reporting To: Department: Reason for Leaving:	<b>From</b> <b>MM/YY</b>	<b>To</b> <b>MM/YY</b>



Employers / Educational Centre / Agency Details	Employment / Education / Activity Details		
Name: Address:  Post Code Tel No:	Position Held: Staff No: Reporting To: Department:  Reason for Leaving:	From MM/YY	To MM/YY
Name: Address:  Post Code Tel No:	Position Held: Staff No: Reporting To: Department:  Reason for Leaving:	From MM/YY	To MM/YY
Name: Address:  Post Code Tel No:	Position Held: Staff No: Reporting To: Department:  Reason for Leaving:	From MM/YY	To MM/YY

**SELF EMPLOYMENT / DIRECTOR REFERENCES** *(if applicable)*

If you have been self-employed or a company director during the **last 5 years**, we will require the names of 2 individuals who can confirm the details of this and preferably the following;

<p><b>TRADE:</b></p> Name: Address:  Post Code: Tel No: E-mail address:	<p><b>ACCOUNTANT:</b></p> Name: Address:  Post Code: Tel No: E-mail address:
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### Knowledge, Skills and Behaviours

Please state any relevant qualifications you may have for example; *NVQ-2 Spectator Safety, First Aid at Work, etc.* Please note you will be required to present the original certificates for review if called for an interview.

Please give examples below of knowledge, skills, experiences and behaviours that you will use and that you feel will be beneficial in relation to the post you have applied for. This section of the application form is **mandatory**.

Qualification	Date attained	Expiry date	Certificate number

Large empty rectangular area for providing examples of knowledge, skills, experiences and behaviours.



**Continuation Sheet**

Please use this sheet to record any information you were unable to fit in to the relevant section(s) of this application form. It may also be used to record additional information that you believe is relevant to your application.

Large empty rectangular area for recording additional information.



## DECLARATION

### **Please read this carefully before signing this application**

I understand that employment with the company is subject to the company obtaining satisfactory references and the successful completion of security screening in accordance with the current BS 7858 standards.

I will fully co-operate and assist the company in providing any additional information required to meet these criteria.

I authorise the company to approach current / previous employers, schools / colleges, character referees or Government Agencies to verify that the information I have provided is correct and to obtain any relevant information required to complete the security screening process.

I authorise the company to undertake a Public Financial Information search with a credit reference agency in accordance with current BS 7858 standards.

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, to confirm previous employment or unemployment.

I understand that some of the information I have provided in this application will be held on a computer and some or all will be held in manual records.

I consent to the company's reasonable processing of any sensitive 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 where requested by the company. Subject to the Access to Medical Records Act 1988, I consent to the results of such examinations to be given to the company.

I understand that the company may apply to an authorised agency for a Disclosure in relation to the position I have applied for. A Disclosure contains sensitive information in relation to previous criminal convictions and other relevant information. I agree to the company viewing and having a copy of the Disclosure. The Disclosure information will not be retained beyond the required timescales.

I hereby certify that, to the best of my knowledge, the details I have given in this application form are complete and correct. I understand that any documents produced as evidence of identity and proof of residence may be examined using an Ultra violet scanner or other methods to aid in identifying theft and fraud. Any suspect documents will be reported to the relevant authorities.

I understand that any false statement or omission to the Company or its representatives may render me liable to dismissal without notice.

I understand that I must be 18 or over to apply for a position with the SES Group

Applicants Signature:

Print Name:

Date:





## Completed Application Form

Once you have completed your application form please read through and double check that all the information required has been entered and is correct. This includes the **signing** of the Declaration on page 8 of the application form. An incomplete or inaccurate application form will result in the application form being rejected.

Once you are confident that your application form is fully completed and correct, **you should then** forward it to the relevant office shown below.

Please note that if applying to work for the SES Group's Security Division or London Office (Events) you send your completed application form to the Head Office. Please ensure you clearly state on the front of the application form which Division or office you are applying to.

**Birmingham Office:**  
Smethwick Enterprise Centre  
Unit 902b  
Rolfe Street  
Smethwick  
B66 2AR

Tel: 0121 558 7491  
Fax:

[Birminghamoffice@thesesgroup.co.uk](mailto:Birminghamoffice@thesesgroup.co.uk)

**Head Office:**  
The Barrows Roydon Rd  
Harlow  
Essex  
CM19 5DY

Tel: 020 8804 5058  
Fax: 020 8804 7864

[enquiries@thesesgroup.co.uk](mailto:enquiries@thesesgroup.co.uk)

**Leeds Office:**  
Raines Business Centre  
Raines House  
Denby Dale Rd  
Wakefield  
WF1 1HL

Tel: 01924 886 467  
Fax:

[richard.poole@thesesgroup.co.uk](mailto:richard.poole@thesesgroup.co.uk)

**Peterborough Office:**  
Ground Floor Offices St  
James House Priestgate  
Peterborough  
PE1 1JN

Tel: 01733 576 222  
Fax: 01733 576 333

[peterboroughoffice@thesesgroup.co.uk](mailto:peterboroughoffice@thesesgroup.co.uk)

For H.R and Company use only							
Legibility		1	2	3			
	=						
Content		1	2	3			
	=						
Key Sections		P D	O C C + F	C R	W H	K S B	Dec
	=						
Comments							
Pass / Fail							
Reviewing Officer						Date	



## Recruitment Process

This section is designed to give you an overview of how the Recruitment process will progress should you satisfactorily meet the required standard at each stage.

### 1. Application Form

You are about to or have just completed an application form. Once completed you should forward the application form on to the company office in your area. Your application will be reviewed by a member of staff and if it meets the required standard you will be contacted and invited to come in for an interview.

### 2. Interview

When you arrive on the day of your interview the following will take place;

- A) Interview
- B) Checking of applicants personal documentation
- C) Complete a brief Literacy and Numeracy Assessment and relevant company paperwork / processes.

You will have to bring with you certain documentation to aid in verifying your identity, current residential address, National Insurance number, if applicable visa / work permit and 2 x passport sized photos with your full name and date of birth printed on the rear of each photo. If you are a S.I.A Licence holder you will also need to bring your S.I.A Licence(s) with you. **Failure to bring with you the relevant documentation may result in your application being terminated.**

The minimum requirement is either 2 documents from Group A – OR – 1 x document from Group A and 2 x Group B.

Group – A	Group - B
A current and valid Passport of any nationality	Bank or Credit Card statement – <i>(Must be less than 12 weeks old)</i>
U.K Photo Card Driving Licence with paper counterpart – <i>(Provisional or Full)</i>	Gas, Electric, Water, Satellite, cable, land line telephone bill - <i>(Must be less than 12 weeks old)</i>
An original U.K Birth Certificate – <i>(Issued within 12 months from the date of birth)</i>	Letter from the Job Centre, D.W.P or H.M.R.C - <i>(Must be less than 12 weeks old)</i>
A UK Biometric Residence Permit	Council Tax Bill - <i>(Must be less than 12 months old)</i>
	P – 60 or P – 45 - <i>(Must be less than 12 months old)</i>
	Non – U.K Birth Certificate
	U.K. Birth Certificate - <i>(Issued after 12 months from the date of birth)</i>
	Valid E.U ID Card
	Signed U.K paper driving licence

At least one document needs to verify your current address and one document needs to verify your date of birth.

Should you be selected for interview you will be advised of these documents again along with the date of your interview. Should you have any concerns or queries you should direct them to the relevant recruitment team upon receiving the confirmation of your interview date.