

1. Registration Form (Private and confidential once completed)							
Position Applied For:						PAYE	
						Limited	
Title:	First Name:	Middle Name(s):					
Surname:		Maiden Names: (Previous Surname)					
Marital Status:		Single		Married		Divorced	Widowed
Current Address:							
City / Town:				Postcode:			
Address from (Month & Year):				Address to (Month & Year):			
Email Address:							
Previous Address: (If less than 5 years at current address)							
Address from (Month & Year):				Address to (Month & Year):			
Phone (Mobile)				Phone (Home)			
Date of Birth:				National Insurance Number:			
Are you subject to Immigration Control?				YES <input type="checkbox"/>		NO <input type="checkbox"/>	
If yes, do you have an unrestricted entitlement to take up employment in the UK?				YES <input type="checkbox"/>		NO <input type="checkbox"/>	
Date of Entry into EU/UK (if applicable)							
Work Permit/Visa Number:				Expiry Date:			

2. SIA Licence	
Do you hold an SIA Licence?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(Tick all that apply): Security Guarding <input type="checkbox"/> Door Supervisor <input type="checkbox"/> CCTV <input type="checkbox"/> Other <input type="checkbox"/> (state)	
SIA Licence Number:	Expiry Date:

3. Driving Licence

Do you hold a current valid UK Driving Licence?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Tick all that apply: Full <input type="checkbox"/> Provisional <input type="checkbox"/> Manual <input type="checkbox"/> Automatic <input type="checkbox"/> HGV <input type="checkbox"/> Motorcycle <input type="checkbox"/> PSV <input type="checkbox"/>		
If OTHER, please state:		
Please give details of any endorsements and/or driving convictions and dates within the past five years:		
Do you have transport?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Tick all that apply: Car <input type="checkbox"/> Motorcycle <input type="checkbox"/> Bicycle <input type="checkbox"/> Other <input type="checkbox"/>		
If OTHER , please state:		

4. Offences, Cautions and Convictions

<i>Enter details for either in the UK or any other Country for criminal or motoring offences</i>		
Have you ever been cautioned by the Police?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever been convicted, fined or had any order made against you by a Criminal, Civil or Military Court or Public Authority?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are you aware of any Police investigations in which you may be involved?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If you answer YES to any of the above, please give details of offence and dates:		

NB: Disclosure is not required where there is a conviction to which the provisions of the Rehabilitation of Offenders Act 1974 applies. **Failure to disclose an unspent conviction may result in summary dismissal. If you are unclear about any of these questions, ask the interviewer.**

5. Financial Liabilities

Have you any outstanding debts or attachments of earnings?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever had any proceedings against you either in a Civil or Criminal Court, including motoring Offences?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever been declared bankrupt / insolvent?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you any Court Judgements against you, whether satisfied or not?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If you answer YES to any of the above, please give details:		

6. Employment History

Please give details of your employment over the last 5 years commencing with your most recent job and including any agencies worked for. Where applicable, please explain any breaks in employment history.

May we approach your current employer for a reference before your notice period? YES NO

Date From (MM/YY)	Date To (MM/YY)	Name & Address of Employer	Position Held	Reason for Leaving

7. Military Service

Please give details of all periods of service in the Forces (Regular or Reserve), full time Civil Defence etc., that you have undertaken within the past five years. If not applicable, please strike through.

Description of Service (RN, Army, RAF, MN, TA, RM)			
Regiment, Branch or Division			
Date of Joining:		Date of Discharge/Retirement:	
Rank:		Personal / Regimental No.	
Decorations & Medals:		Conduct/Character on leaving:	

8. Self-Employment

Please give title, nature and address of your business. If not applicable, please strike through.

Name and Registered Address of business:	
Nature of business:	
Date of business:	From: To:
Companies House Reg. No.	

9. Professional References

*Please give details of trade/business references i.e., employment companies with whom you traded and/or persons who can confirm details of your business activities e.g. your Accountant, Solicitor or Bookkeeper acting on your behalf during the course of the business. If not applicable, please strike through. **Or your last two employers.***

Name:		Name:	
Position held by Referee:		Position held by Referee:	
Company's Name:		Company's Name:	
Company's Address:		Company's Address:	
Work Telephone:		Work Telephone:	
Work Email:		Work Email:	

10. Personal References

*Please give the name and full address of **ONE** person who is **NOT** a relative (by blood or by marriage), former employer and/or persons residing at the same address as yourself, who has known you well for at least the past two years, is still in contact with you and who will be prepared to give a personal reference.*

Name:		Name:	
Position held by Referee:		Position held by Referee:	
Company's Name:		Company's Name:	
Company's Address:		Company's Address:	
Work Telephone:		Work Telephone:	
Work Email:		Work Email:	

I hereby give KANDO Security permission to approach my referees at this stage for employment references and understand that KANDO Security reserve the right to withdraw my application if my references do not meet a satisfactory level of security staffing.

Yes

No

11. Data Protection Statement

The information that you provide on this form and on any CV, give will be used by KANDO Security to provide you work finding services. In providing this service to you, you consent to your personal data being included on a computerised database and consent to us transferring your personal details to our clients. We may check the information collects, with third parties or with other information held by us. We may also use or pass information to certain third parties to prevent or detect crime, to protect.

Signature: _____ **Date:** _____

12. Confidentiality Agreement

During your employment, you may have access to see or hear information of a confidential nature. You are required not to disclose any information, particularly related to client/security guard details, medical notes etc. to any unauthorised disciplinary action or dismissal.

Signature: _____ **Date:** _____

13. Third Party Declaration

I hereby allow any information relating to my registration with KANDO Security limited to be shared with relevant third parties. This will be overseen by the governance lead for KANDO Security limited.

Signature: _____ **Date:** _____

14. Working Times Regulations

The Working Times Regulations 1998 (“The Regulations”) require KANDO Security Limited (“The Company”) to limit your average weekly working time to 48 hours unless you agree with The Company that the limit shall not apply to you. The Company wished to have an agreement with you. It proposes an agreement (which will apply until terminated by notice) on the basis that:

1. The 48-hour limit on average weekly time will not apply to you.
2. You may terminate the agreement (so that the 48-hour time limit would apply to you) by giving the person at the Company to whom you usually report 4 weeks’ written notice. Under the Regulations, the Company must keep records relating to your working time. This is the case where or not you reach an agreement with the Company’s proposals, please sign below. This document will then be record of Agreement.

Signature: _____ **Date:** _____

15. Revalidation Declaration

I hereby declare that I have read through the KANDO Security Limited revalidation guidance notes. Any breach of obligation may result in disciplinary action or dismissal.

Signature: _____ **Date:** _____

16. Screening

Any offer of employment is subject to satisfactory screening, that the applicant consents to being screened 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.

Name: _____

Signature: _____ **Date:** _____

17. Disclosure

You are applying for a position of trust and in the event of being offered employment by the Company we will 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.

Signature: _____ **Date:** _____

18. Declaration

I, the undersigned applicant, hereby declare that the information I have given in this application from is true to the best of my knowledge and belief. I consent to my person data and CV being forwarded to clients. I consent to references being passed onto potential employers. I agree that if I have given any false or misleading information, or do not give relevant information now or in the future, this may result in termination of an assignment without notice. If, during the course of a temporary assignment, the Client wishes to employ me direct, I acknowledge that KANDO Security will be entitled either to charge the client an introduction/transfer fee, or to agree an extension of the hiring period with the Client (after which I may be employed by the Client without further charge being applicable to the Client).

Name: _____

Signature: _____ **Date:** _____

19. List of Requirements

- Valid SIA licence
- 2 proofs of address dated within the last 6 months (utility bills, bank statements, Inland Revenue documents and driving licence. Mobile phone bills are not accepted).
- Your 5-year employment history (with dates AND months)
- DBS Application form and payment of £40.00 – (Online Application + Card Payment) if you are registered on the new update service, please bring along your DBS certificate so we can photocopy and do an online check on you.
- Proof of your National Insurance number, please note this must be in the form of your NI card, P45, P60 or other Department of Work and Pensions document.
- Passport photograph
- Valid Passport /ID Card / Visa if applicable
- Driving license if applicable
- P45 form or a P45
- Bank details (Welcome letter from bank/Limited Company Certificate & Company account details & Memorandum of Association (LTD's Only))