

APPLICATION FORM

Title: _____ Forename(s): _____
Surname: _____ Maiden/Former Name: _____
Home Tel: _____ Work Tel: _____
Mobile: _____ E-mail: _____
Present Address: _____
Postcode: _____

Please state ALL previous addresses where you have lived in the past five years:

Position Applied For: _____
National Insurance No: _____ Date of Birth: _____
Place of Birth: _____ Marital Status: _____
Gender (please tick) Male: Female: Nationality: _____

Are you subject to Immigration Control? Yes: No:

Do you have unrestricted entitlement to take up employment in the UK on a self-employed basis?
You must provide evidence to support this. Yes: No:

Have you ever been fined, sentenced to imprisonment or placed on probation for a criminal act (subject to the Rehabilitation of Offenders Act) Yes: No:

Are there any alleged offences outstanding against you? Yes: No:

If yes to either of the previous two questions, please give details: _____

Have you ever been declared bankrupt, had any county court judgements made against you or entered into an individual voluntary arrangement with creditors (IVA) Yes: No:

If yes please give details: _____



TRAINING AND ACCREDITATION

Have you completed any relevant training courses? If so please detail below:

Do you hold any SIA licenses? If so please provide details and licence number(s) below:

DRIVING LICENCE

Do you hold a current driving licence? (please tick) Yes: No:

If yes, please provide your driving licence number: _____

Do you own transport: Yes: No: Date test Past: _____

Have you had any driving convictions in the past 5 years? (If yes please provide details)

Have you had any accidents in the past 5 years? (If yes please provide details)

UNIFORM

T-Shirt Size; Med: Lrg: XL: XXL: 3XL:

Jacket / Coat Size; Med: Lrg: XL: XXL: 3XL:

OPTING OUT OF THE 48HR WORKING WEEK

I agree that I may work for more than an average of 48 hours a week. If I change my mind, I will give 4 weeks’ notice, in writing, to end this agreement.

Full Name (printed): _____

Signature: _____ Date: _____

Name and Full Address of Previous Employers / Job Centre attended	Details	Dates (Month/Year)
---	---------	--------------------

Please refer to “instructions for completion” and provide a complete 5 year history

Name: _____	Position Held: _____	From: _____
Address: _____	Reporting to: _____	To: _____
Postcode: _____	Reason for Leaving: _____	
Telephone: _____		
Email: _____		

Name: _____	Position Held: _____	From: _____
Address: _____	Reporting to: _____	To: _____
Postcode: _____	Reason for Leaving: _____	
Telephone: _____		
Email: _____		

Name: _____	Position Held: _____	From: _____
Address: _____	Reporting to: _____	To: _____
Postcode: _____	Reason for Leaving: _____	
Telephone: _____		
Email: _____		

Attach additional sheets as necessary and please note below.

Name and Full Address of School / College attended	Details	Dates (Month/Year)
--	---------	--------------------

Please refer to “instructions for completion” and provide a complete 5 year history

Name: _____	Position Held: _____	From: _____
Address: _____	Reporting to: _____	To: _____
Postcode: _____	Reason for Leaving: _____	
Telephone: _____		
Student ID: _____		

Name: _____	Position Held: _____	From: _____
Address: _____	Reporting to: _____	To: _____
Postcode: _____	Reason for Leaving: _____	
Telephone: _____		
Student ID: _____		

Name: _____	Position Held: _____	From: _____
Address: _____	Reporting to: _____	To: _____
Postcode: _____	Reason for Leaving: _____	
Telephone: _____		
Student ID: _____		

Attach additional sheets as necessary and please note below.

PERSONAL REFERENCES

Give the names and addresses of two people, who have known you well for at least two years, are still in contact with you and who will give us a written reference.

They should not be relatives or live at the same address as you.

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

NEXT OF KIN DETAILS

Please provide details below of your next of kin.

Full Name: _____
Relationship to you: _____
Contact Number: _____
Please make sure the office is notified of any change of contact details
Address: _____
_____ Postcode: _____

BANK DETAILS

Bank/Building Society Name: _____
Name of the Account Holder: _____
Sort Code: _____
Account number: _____

DECLARATIONS

I certify that to the best of my knowledge, the information that I have given in my application for employment is true and complete. 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 authorize 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 understand that if SFM Ltd is unable to complete full security screening within 12 weeks any/all employment with SFM will end.

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.

DATA PROTECTION ACT 1998

Security Force Management Ltd will use the information you have 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 form to us you consent to our processing sensitive personal data about you where this is necessary, for example information about your health, your credit status, ethnic origin, qualifications 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 in our paper filing systems. 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. You have the right to apply for a copy of your information (for which we may charge a small fee) and to have any inaccuracies corrected.

DISCLOSURE

To verify gaps in your employment record we may ask for your permission to apply for a Disclosure. You are applying for a position of trust and in the event of your being offered employment by Security Force Management Ltd or one of its clients we may apply for a Disclosure. However, having a criminal record does not necessarily bar you from employment. For more information ask one of our helpful staff for a copy of the DBS Code of Practice and/or our policy statement regarding ex-offenders. 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 agree to show a copy of the Disclosure to your employer on request. 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.

Name (printed): _____

NI Number: _____

Signature: _____

Date: _____

CONTRACT FOR SECURITY SERVICES

1. The parties

This Contract for Services is made on _____ between

Security Force Management Limited of
The Annexe, Fort Pitt Business Centre, New Road, Rochester, Kent, ME1 1DX (“SFM”);

and

Name: _____ (the Subcontractor)

Address: _____

_____ **Postcode:** _____

2. Background

- 2.1 The Subcontractor provides security and stewarding services (the “Services”) which may be of use to SFM from time to time.
- 2.2 Both parties agree that if the Subcontractor is engaged by SFM for the provision of Services the following terms and conditions will apply.

3. Provision of Services

- 3.1 Both parties agree and intend that if the Subcontractor is engaged by SFM it does so as an independent business in its own right under a Contract for Services and not under a contract of employment or any other kind of contract.
- 3.2 The Subcontractor is under no obligation to provide any Services to SFM and is free to decline to provide any Services at any time.
- 3.3 SFM is under no obligation to, and provides no guarantee it will, provide the Subcontractor with any work whatsoever.
- 3.4 The Subcontractor is free to decide how it provides the Services but undertakes to observe any health and safety rules or regulations that apply to the Services. The Subcontractor will be given briefings and inductions which will detail the services to be provided but the Subcontractor will use its own judgement and discretion to determine the best way in which the services will be provided.
- 3.5 The Subcontractor undertakes that it has the skills, expertise and relevant licenses to perform the Services and will not be subject to, any supervision, direction or control as to the specific manner in which it will provide the services.
- 3.6 The Subcontractor will be free to choose which assignments to accept or reject and will retain full control over when it chooses to make its services available and at what locations.
- 3.7 SFM may provide training or make training available for first aid, health and safety fire safety or any other similar training as SFM deems appropriate for the safe performance of the Services.
- 3.8 The Subcontractor is free to provide services to any other parties at any time.

- 3.9 The Subcontractor may use any such suitably skilled and experienced person(s) as it considers appropriate in the performance of the Services including any replacements or substitutes thereafter provided SFM is notified of any replacements in advance with sufficient notice to enable SFM to carry out the necessary checks to ensure the replacement possesses the skills, experience and necessary licenses to provide the Services. The Subcontractor will remain responsible for the services provided at all times and SFM will have no contractual or financial relationship with any other person, replacement or additional persons engaged by the Subcontractor nor will SFM incur any additional fees or costs than those already negotiated and agreed between the parties.
- 3.10 The Subcontractor will be responsible for ensuring it has, at all times, access to any equipment including personal protective equipment and radios necessary to provide the services. The Company will ensure radios are available where necessary.
- 3.11 SFM may be able to provide certain items or equipment if needed but is under no obligation to do so and reserves the right to charge any costs for use or damage to the Subcontractor.
- 3.12 SFM will cover the Subcontractor under its own insurance policy but reserves the right to charge any costs of doing so to the Subcontractor as it considers appropriate.
- 3.13 The Subcontractor should provide the Services to the best of its ability and to the standard expected of a competent security operative.

4. Payment

- 4.1 The Subcontractor will be paid at a rate negotiated between the parties from time to time.
- 4.2 If the Subcontractor is VAT registered the Subcontractor must provide a copy of its VAT registration certificate before any payments can be made. SFM will also require VAT invoices to be raised by the Subcontractor or for the Subcontractor to sign a self-billing agreement prior to any payment for VAT being made.
- 4.3 The Subcontractor will be required to provide the details required to enable SFM to verify the Subcontractor with the SIA to ensure the Subcontractor has the correct SIA licence which is current and valid. If SFM are unable to verify that the Subcontractor has a valid SIA licence or it has reason to believe the SIA licence is no longer valid, SFM will be unable or unwilling to engage the Subcontractor to provide any security related services.
- 4.4 SFM will provide the Subcontractor with a remittance advice by request, for each week Services are provided, detailing all payments and deductions.
- 4.5 SFM is under no obligation to make any payment to the Subcontractor. The Subcontractor will receive no payment for any period where Services are not provided and the Subcontractor will receive no payment for any cancelled work regardless of any reason as to why the work may be cancelled.
- 4.6 The Subcontractor is engaged as a self-employed Subcontractor and understands and agrees it is not entitled to any statutory payments such as holiday pay, sick pay, maternity/paternity pay or any other payment of any kind.
- 4.7 SFM reserves the right to deduct any costs and charges notified to the Subcontractor under any clause in this contract, against any monies payable to the Subcontractor.

5. Termination

- 5.1 Either party may terminate this contract for Services at any time without notice and without financial penalty.

6. Other

6.1 The Subcontractor is responsible for its own travel to and from site and any associated expenses incurred. SFM is under no obligation to reimburse any expenses.

7. Whole agreement

7.1 It is intended that this Contract for Services represents the whole agreement between SFM and the Subcontractor when Services are provided.

7.2 Failure by SFM to exercise its rights against any specific contractual breach of this contract does not constitute acceptance of that breach, any future breaches or any breach of any other contractual term.

7.3 If any term in this contract is deemed unenforceable it will not invalidate or nullify any other contractual term contained within this contract.

7.4 By signing this Contract for Services the Subcontractor agrees and confirms it has fully read and understood the terms and conditions in this contract and has had opportunity to seek legal advice before signing. If there are terms within this Contract for Services the Subcontractor is not agreeable with it should contact SFM so that SFM can amend the terms of the agreement where appropriate to ensure all parties are in agreement as to the terms of the working relationship.

7.5 If the Subcontractor does not sign SFM’s Contract for Services or notify SFM as to any problems or concerns with the terms of the contract but continues to provide Services to SFM, the conduct of continuing to work will constitute acceptance of these terms.

8. Jurisdiction

8.1 This contract for services is governed by English Law and any dispute relating to this contract for services will be subject to the jurisdiction of the English Tribunals and Court system.

Signature: _____ SFM Date: _____
Name: (print) _____

Signature: _____ Subcontractor Date: _____
Name: (print) _____

INSTRUCTIONS FOR COMPLETION

- When filling out the application form please ensure you complete each section in full and sign the bottom of each page in pen.
- We will need a full 5 year checkable employment history.
- Please include the full name, address inclusive of start and finish dates for each position.
- If you were studying or unemployed within this period please include the name and address of the college/job centre you attended, along with the start and finish dates.
- Without these details we would not be able to process your application.
- All work is offered on a self-employed basis.
- If you hold a student visa you should check the conditions of your visa to see if you are allowed to take up employment on a self-employed basis.
- If you hold an SIA licence please include a copy of this
- A copy of your passport and a recent bill for proof of address should also be included.
- Originals will need to be presented at interview.