



## APPLICATION FORM

### GUIDANCE

Notes: Please read and answer all questions and sign where required. Where a question does not apply please mark it as N/A.

**APPLYING FOR:** Door Supervisor / Security Officer / CCTV / MANAGEMENT

OTHER: \_\_\_\_\_  
(Please circle appropriately)

### OFFICE USE ONLY

Screening start date: \_\_\_/\_\_\_/\_\_\_

Screening end date: \_\_\_/\_\_\_/\_\_\_

Screened by:

(12 weeks from the above date)

Signature: \_\_\_\_\_

AXIS INTERNATIONAL SECURITY SERVICES LIMITED 1st Floor Hillbrow House, Hillbrow Road Esher, Surrey KT10 9NW

Tel: +44 (0) 1372 235 489

## PERSONAL DETAILS

INSERT PHOTO HERE	FIRST NAME		TITLE	
			Mr/Miss/Mrs	
	SURNAME		PREVIOUS SURNAME	
	DATE OF BIRTH	___/___/___	AGE	
EMAIL		GENDER	MALE <input type="checkbox"/>	
			FEMALE <input type="checkbox"/>	

MOBILE NUMBER		HOME TELEPHONE NUMBER	
DRIVING LICENCE NUMBER		NATIONAL INSURANCE NUMBER	<input type="text"/>
SIA LICENCE NUMBER		SIA LICENCE EXPIRY DATE	
BRITISH PASSPORT NUMBER		NATIONALITY (If born outside of the UK)	
OTHER PASSPORT NUMBER		VISA DETAILS WHERE APPLICABLE	
CSCS CARD NUMBER			

## BANK DETAILS

NAME OF BANK		NAME OF ACCOUNT HOLDER	
ACCOUNT NUMBER	<input type="text"/>	SORT CODE	<input type="text"/>

## NEXT OF KIN

NAME 1

RELATIONSHIP

HOME NUMBER

MOBILE NUMBER

NAME 2

RELATIONSHIP

HOME NUMBER

MOBILE NUMBER

## ADDRESS DETAILS

### CURRENT ADDRESS

How long have you lived there?

From:

\_\_\_/\_\_\_/\_\_\_

To:

\_\_\_/\_\_\_/\_\_\_

POST CODE:

### PREVIOUS ADDRESSES

(LAST 5 YEARS ONLY)

How long did you live there?

From:

\_\_\_/\_\_\_/\_\_\_

To:

\_\_\_/\_\_\_/\_\_\_

POST CODE:

### PREVIOUS ADDRESSES

(LAST 5 YEARS ONLY)

How long did you live there?

From:

\_\_\_/\_\_\_/\_\_\_

To:

\_\_\_/\_\_\_/\_\_\_

POST CODE:

### PREVIOUS ADDRESSES

(LAST 5 YEARS ONLY)

How long did you live there?

From:

\_\_\_/\_\_\_/\_\_\_

To:

\_\_\_/\_\_\_/\_\_\_

POST CODE:

## CONVICTIONS

**DO YOU HOLD A CLEAN DRIVING LICENCE?**

*If you answer NO please specify, include any motoring convictions*

YES

NO

**HAVE YOU EVER APPEARED BEFORE A COURT CHARGED WITH A CRIMINAL OR MILITARY OFFENCE?** *If you answer yes, please give details*

YES

NO

**HAVE YOU BEEN DECLARED BANKRUPT?**

YES

NO

**DO YOU HAVE ANY COUNTY COURT JUDGEMENTS?**

YES

NO

PLEASE GIVE DETAILS

## ADDITIONAL QUESTIONS

**DO YOU HAVE YOUR OWN TRANSPORT?**

YES

NO

PLEASE GIVE DETAILS:

**HAVE YOU BEEN DISMISSED FROM A JOB IN THE LAST 5 YEARS?**

YES

NO

IF SO, PLEASE GIVE DETAILS:

**ARE YOU PREPARED TO WORK SHIFTS?**

YES

NO

PLEASE GIVE DETAILS

## SERVICE RECORD

**SECURITY/ MILITARY/POLICE/OTHER**

YES

NO

IF SO, PLEASE GIVE DETAILS:

# CHARACTER REFERENCES

PLEASE GIVE DETAILS OF TWO PEOPLE, OTHER THAN FAMILY WHO HAVE KNOWN YOU FOR A MINIMUM OF 2 YEARS IN THE LAST 5 YEARS WHO WE CAN APPROACH FOR A REFERENCE: THIS NEEDS TO BE TWO DIFFERENT ADDRESS'S, AND DIFFERENT TO YOUR PAST EMPLOYERS

REFERENCE 1			
FULL NAME		EMAIL ADDRESS	
HOME ADDRESS			
HOME PHONE NUMBER	POST CODE:	MOBILE NUMBER	
RELATIONSHIP TO REFERENCE			

REFERENCE 2			
FULL NAME		EMAIL ADDRESS	
HOME ADDRESS			
HOME PHONE NUMBER	POST CODE:	MOBILE NUMBER	
RELATIONSHIP TO REFERENCE			

## DETAILS OF WHEN YOU LEFT SCHOOL AND/OR IF YOU ATTENDED COLLEGE WITHIN THE LAST 5 YEARS

SCHOOL OR COLLEGE	ADDRESS	DATE YOU STARTED AND LEFT
		From: ___/___/___  To: ___/___/___
		From: ___/___/___  To: ___/___/___
		From: ___/___/___  To: ___/___/___

## QUALIFICATIONS AND/OR CERTIFICATES HELD

QUALIFICATION	START DATE	EXPIRY (WHERE APPLICABLE)
	_ / _ / _	_ / _ / _
	_ / _ / _	_ / _ / _
	_ / _ / _	_ / _ / _
	_ / _ / _	_ / _ / _
	_ / _ / _	_ / _ / _
	_ / _ / _	_ / _ / _

## SELF-EMPLOYED PERIODS

IN THE CASE OF PERIODS OF SELF-EMPLOYMENT PLEASE GIVE NAMES AND ADDRESSES OF SOMEONE WHO CAN CONFIRM YOUR DETAILS & HOW MANY YEARS HAVE THEY HELPED YOU (i.e., BOOKKEEPER, ACCOUNTANT OR SOLICITOR).

SELF – EMPLOYED REFERENCE – ( )			
FULL NAME		EMAIL ADDRESS	
ADDRESS			
	POST CODE:		
HOME PHONE NUMBER		MOBILE NUMBER	
RELATIONSHIP TO REFERENCE OR COMPANY NAME			
SELF EMPLOYMENT START DATE & END DATE			

## EMPLOYMENT HISTORY

THE SECURITY SCREENING PROCESS REQUIRES THAT WE ARE ABLE TO VERIFY YOUR PERSONAL HISTORY FOR A PERIOD OF FIVE (5) YEARS OR TO DATE OF LEAVING SCHOOL. PLEASE GIVE DETAILS OF YOUR PERSONAL HISTORY. IDENTIFY IN THE SPACE PROVIDED ALL PERIODS OF EMPLOYMENT, SELF EMPLOYMENT, REGISTERED OR UNREGISTERED UNEMPLOYMENT (STATE THE UNEMPLOYMENT OFFICE WHICH YOU REPORTED TO WHERE NECESSARY), MILITARY SERVICE, CAREER BREAK OR EDUCATION. PLEASE GIVE FULL ADDRESSES INCLUDING, TELEPHONE NUMBERS AND DATES TO AND FROM. PLEASE ENSURE THERE IS NO MISSING DATES AND ANY GAPS IN EMPLOYMENT OF MORE THAN 31 DAYS MUST BE JUSTIFIED AND EXPLAINED IN THE SPACES PROVIDED. PLEASE START WITH TODAY'S DATE AND WORK BACKWARDS FOR THE LAST 5 YEARS.

DETAILS	POSITION HELD IF APPLICABLE & TYPE	START AND END DATES	REASON FOR LEAVING
<b>COMPANY:</b> _____  <b>ADDRESS:</b> _____  <b>EMAIL:</b> _____  <b>PHONE NUMBER:</b> _____	   <u><b>Entry/Type:</b></u> Employment Education Unemployment Career break	From: ____/____/____  To: ____/____/____	
<b>COMPANY:</b> _____  <b>ADDRESS:</b> _____  <b>EMAIL:</b> _____  <b>PHONE NUMBER:</b> _____	   <u><b>Entry/Type:</b></u> Employment Education Unemployment Career break	From: ____/____/____  To: ____/____/____	
<b>COMPANY:</b> _____  <b>ADDRESS:</b> _____  <b>EMAIL:</b> _____  <b>PHONE NUMBER:</b> _____	   <u><b>Entry/Type:</b></u> Employment Education Unemployment Career break	From: ____/____/____  To: ____/____/____	
<b>COMPANY:</b> _____  <b>ADDRESS:</b> _____  <b>EMAIL:</b> _____  <b>PHONE NUMBER:</b> _____	   <u><b>Entry/Type:</b></u> Employment Education Unemployment Career break	From: ____/____/____  To: ____/____/____	

DETAILS	POSITION HELD IF APPLICABLE & TYPE	START AND END DATES	REASON FOR LEAVING
<b>COMPANY:</b> _____ <b>ADDRESS:</b> _____ <b>EMAIL:</b> _____ <b>PHONE NUMBER:</b> _____	<b>Entry/Type:</b> Employment Education Unemployment Career break	From: _____ To: _____	

<b>COMPANY:</b> _____ <b>ADDRESS:</b> _____ <b>EMAIL:</b> _____ <b>PHONE NUMBER:</b> _____	<b>Entry/Type:</b> Employment Education Unemployment Career break	From: _____ To: _____	
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<b>COMPANY:</b> _____ <b>ADDRESS:</b> _____ <b>EMAIL:</b> _____ <b>PHONE NUMBER:</b> _____	<b>Entry/Type:</b> Employment Education Unemployment Career break	From: _____ To: _____	
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<b>COMPANY:</b> _____ <b>ADDRESS:</b> _____ <b>EMAIL:</b> _____ <b>PHONE NUMBER:</b> _____	<b>Entry/Type:</b> Employment Education Unemployment Career break	From: _____ To: _____	
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<b>COMPANY:</b> _____ <b>ADDRESS:</b> _____ <b>EMAIL:</b> _____ <b>PHONE NUMBER:</b> _____	<b>Entry/Type:</b> Employment Education Unemployment Career break	From: _____ To: _____	
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<b>COMPANY:</b> _____ <b>ADDRESS:</b> _____ <b>EMAIL:</b> _____ <b>PHONE NUMBER:</b> _____	<b>Entry/Type:</b> Employment Education Unemployment Career break	From: _____ To: _____	
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# NON-DISCLOSURE AND CONDITIONS CERTIFICATE

1. That I will not, either during the continuance of my engagement as an employee/contractor of the above company, or at any time thereafter, divulge or communicate to any person other than to officers or employees/contracts of the said company or any associated company of the company whose province it is to know the same, or on the instructions of the board of the company, any information concerning any trade secrets, operating procedures, techniques and systems, or manufacturing process or the business or the account or finance or contractual arrangements of the company or its other dealings, transactions or affairs or any such information relating to the business or affairs of any client or customer of the company which are now known by me, or which may come into my knowledge during my employment with the Company, and I shall use my best endeavors to prevent the publication or disclosure of any information concerning such matters
2. That I will not either during my term of the engagement as an employee/contractor, or for a period of six months thereafter, whether solely or jointly with or as manager, agent, officer, employee or otherwise for any other person, firm or corporation, seek to procure instructions for the supply of services or goods from or in any way canvass, solicit or interfere with any person, firm or company who or which is a client or customer of or in the habit of dealing with the company where any such action(s) may injure or cause loss to the company
3. That I will not seek to procure orders from or in any way canvass, solicit or interfere with any person, firm or company who or which is or has been at any time during the period of my engagement a supplier to or in the habit of dealing with the company or any such action(s) which may injure or cause loss the company aforesaid
4. That I will not at any time during the period of my engagement as an employee/contractor of the company or for a period of twelve months following termination of my engagement seek to employ or entice away from employment with the company any person who is an employee of the company
5. That I will not, at any time during the period of my engagement as an employee/contractor of the company, or at any time thereafter, seek by word or action, to bring the good name of the company into disrepute where any such action(s) may injure or cause loss to the company
6. I understand that the terms of the confidentiality undertaking are deemed to be incorporated in the terms of my engagement with the company and that breach of any of the foregoing covenants and undertakings will constitute grounds for immediate dismissal and possible prosecution.
7. I understand that if offered employment, it will be on a probationary period of 6 months. This may be extended at the discretion of management
8. I understand that any false or misleading statements made in this application, or failure to disclose material facts relevant to the position, may lead to future disciplinary action, up to and including dismissal and that any appointment is subject to satisfactory references.
9. I agree to undergo a medical examination prior to being offered this position, if deemed necessary by Axis International Security Service.
10. I agree to notify my departmental head immediately of any change in these particulars.
11. I agree to have my wage/salary credited to my bank account, if so desired by the company.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Note - Please complete and sign the “Personal reference and employment verification” document overleaf. This will then be used to send to references as proof of your consent to the process. Please note that by signing these documents you approve AISS to conduct security screening background checks to the requirements of BS7858:2019. This process may be outsourced to a reputable 3<sup>rd</sup> party for completion.**



# PERSONAL REFERENCE AND EMPLOYMENT VERIFICATION

**TO WHOM IT MAY CONCERN**

I \_\_\_\_\_ authorise - **AXIS INTERNATIONAL SECURITY SERVICES LIMITED and/or its APPROVED security screening agents including THE SECURITY BENCHMARK LIMITED** to approach Government agencies, former employees and those individuals providing character reference for verification of my employment/unemployment/self employed record and other information pertinent to my employment during the security screening process. This includes making a subject access request on my behalf to previous employers for all previously completed security screening documentation and records.

I understand that this information will only be used for the purpose of my application for employment with **AXIS INTERNATIONAL SECURITY SERVICES LIMITED**.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **DECLARATION**

I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE, THE INFORMATION I HAVE GIVEN IS COMPLETE AND CORRECT. I HAVE READ AND UNDERSTOOD THE TERMS AND CONDITIONS SET OUT WITHIN THIS APPLICATION. I UNDERSTAND THAT A CONDITION OF EMPLOYMENT IS TO CREATE AN ONLINE PROFILE WITH THE SECURITY BENCHMARK LIMITED. THIS WILL ENABLE AXIS INTERNATIONAL SECURITY SERVICES LIMITED TO VERIFY INITIAL AND ONGOING SECURITY SCREENING PROCESSES. I UNDERSTAND THAT MISREPRESENTATION OF FACTS DECLARED ON THIS APPLICATION IS GROUNDS FOR IMMEDIATE DISMISSAL AND MAY RENDER ME LIABLE FOR PROSECUTION.

**NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_/\_\_\_/\_\_\_

## **WORKING TIME REGULATIONS – OPT OUT FORM**

I AGREE TO WORK IN EXCESS OF 48 HOURS ON AVERAGE PER WEEK AND WILL GIVE THREE MONTHS NOTICE IN WRITING TO THE HEAD OF HUMAN RESOURCES IF I NO LONGER WISH TO WORK THIS NUMBER OF HOURS.

**NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_/\_\_\_/\_\_\_

**FOR YOUR REFERENCE - ORIGINAL DOCUMENTS ONLY – PLEASE TICK AND BRING THESE WITH YOU TO INTERVIEW.**

<b>DOCUMENTS REQUIRED FROM YOU AT INTERVIEW</b>			
<b>EXAMPLE - ACCEPTABLE IDENTIFICATION DOCUMENTS (X2 MINIMUM REQUIRED)</b>	<input checked="" type="checkbox"/>	<b>EXAMPLE - ACCEPTABLE PROOF OF ADDRESS DOCUMENTS (X2 MINIMUM REQUIRED)</b>	<input checked="" type="checkbox"/>
CURRENT, VALID UK PASSPORT	<input type="checkbox"/>	BANK OR BUILDING SOCIETY STATEMENT ISSUED TO THE CURRENT ADDRESS; LESS THAN THREE MONTHS OLD	<input type="checkbox"/>
SIGNED VALID PASSPORT OF ANY OTHER NATIONALITY	<input type="checkbox"/>	UTILITY BILL (GAS, ELECTRIC, TELEPHONE, WATER, SATELLITE, CABLE) ISSUED TO THE CURRENT ADDRESS WITHIN THE LAST THREE MONTHS.	<input type="checkbox"/>
DRIVING LICENCE PHOTOCARD IF IT WAS ISSUED BY THE DVLA IN GREAT BRITAIN.	<input type="checkbox"/>	A CREDIT CARD STATEMENT SENT TO THE CURRENT ADDRESS WITHIN THE LAST THREE MONTHS. ABLE TO SUBMIT MORE THAN ONE STATEMENT AS LONG AS EACH IS ISSUED BY A DIFFERENT ISSUER.	<input type="checkbox"/>
DRIVING LICENCE PHOTOCARD <b>AND ITS PAPER COUNTERPART</b> ISSUED BY THE DVA IN NORTHERN IRELAND.	<input type="checkbox"/>	COUNCIL TAX STATEMENT ISSUED IN THE LAST 12 MONTHS.	<input type="checkbox"/>
UK ORIGINAL BIRTH CERTIFICATE ISSUED WITHIN 12 MONTHS OF BIRTH	<input type="checkbox"/>	MORTGAGE STATEMENT ISSUED IN THE LAST 12 MONTHS	<input type="checkbox"/>
UK BIOMETRIC RESIDENCE PERMIT CARD	<input type="checkbox"/>	LETTER FROM H.M. REVENUE & CUSTOMS, DEPARTMENT OF WORK AND PENSIONS, EMPLOYMENT SERVICE, OR LOCAL AUTHORITY ISSUED WITHIN THE LAST THREE MONTHS	<input type="checkbox"/>
	<input type="checkbox"/>	P45 STATEMENT OF INCOME FOR TAX PURPOSES ON LEAVING A JOB ISSUED IN THE LAST 12 MONTHS.	<input type="checkbox"/>
	<input type="checkbox"/>	P60 ANNUAL STATEMENT OF INCOME FOR TAX PURPOSES ISSUED IN THE LAST 12 MONTHS.	<input type="checkbox"/>
	<input type="checkbox"/>	CURRENT UK DRIVING LICENCE - PAPER VERSION (NOT THE PAPER COUNTERPART TO A PHOTOCARD)	<input type="checkbox"/>
	<input type="checkbox"/>	DRIVING LICENCE PHOTOCARD (WITHOUT A PAPER COUNTERPART) ISSUED BY THE DVA IN NORTHERN IRELAND.	<input type="checkbox"/>
	<input type="checkbox"/>	PENSION, ENDOWMENT OR ISA STATEMENT ISSUED IN LAST 12 MONTHS.	<input type="checkbox"/>
	<input type="checkbox"/>	VALID UK FIREARMS LICENCE WITH PHOTO.	<input type="checkbox"/>
<b>MANDATORY DOCUMENTS</b>			
TRAINING CERTIFICATES	<input type="checkbox"/>	PASSPORT PHOTOS X2	<input type="checkbox"/>
SIA LICENCE AND TRAINING CERTIFICATE	<input type="checkbox"/>	CRIMINAL RECORDS BUREAU CHECK / DISCLOSURE & BARRING SERVICE	<input type="checkbox"/>
UTR AND NI CONFIRMATION such as P45, P60, NI card	<input type="checkbox"/>	VERIFICATION OF RIGHT TO WORK IN THE UK	<input type="checkbox"/>
COMPLETED APPLICATION FORM INCLUDING FIVE YEAR EMPLOYMENT HISTORY, GAPS IN EMPLOYMENT OF MORE THAN 31 DAYS VERIFICATION, 3 CHARACTER REFERENCES			<input type="checkbox"/>