



VETTING FROM: / /

VETTED BY:
(12/16 weeks from
the above date) / /

PLEASE
AFFIX
PHOTOGRAPH

S.I.A. BADGE NUMBER.....

EMPLOYMENT AS: SECURITY OFFICER/PERSONNEL

START DATE:

CONFIDENTIAL WHEN COMPLETED

DATA PROTECTION ACT and General Data Protection Regulation 2018

Please read and sign the Applicant Privacy Notice on pages 5 –6 of this application before completing this form

The Company will use the information you have given on your application form (together with any information which we obtain with your consent from third parties including our internal audit consultant and the assessing body) for assessing your suitability for employment. It may be necessary to disclose your information to our agents and other service providers. Your information will be viewed by agents employed by the company to check its compliance with BS 7858:2019 Security Screening of Individuals Employed in a Security Environment and also for Audit Purposes.

PLEASE ANSWER ALL QUESTIONS USING **BLOCK CAPITALS**

1. PERSONAL INFORMATION

SURNAME:

FIRST NAMES;

CURRENT ADDRESS:

EMAIL:

MOBILE NO:

CURRENT DRIVING LICENCE:
NO;

TRANSPORT: NATIONAL INSURANCE
No

YES		NO	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2 BANK DETAILS (complete at interview).

BANK ACCOUNT NUMBER..... SORT CODE.....

NAME OF BANK..... NAME OF ACCOUNT HOLDER.....

PLACE OF BIRTH:

DATE OF BIRTH:

3. PERSON/NEXT OF KIN TO BE CONTACTED IN ANY EMERGENCY:

NAME:

RELATIONSHIP:

Telephone number:

CIO Security Limited
9 Dartmouth Road, Forest Hill, London SE23 3HN
Tel: 0208 699 5555 Fax: 0208 699 9000
Web: www.ciosecurityltd.com

Company Registration No: 4060172

4. HAVE YOU EVER APPEARED BEFORE A COURT CHARGED WITH A CRIMINAL, CIVIL OR MILITARY OFFENCE AND BEEN CONVICTED INCLUDING ANY MOTORING OFFENCES HAVE YOU ANY ALLEGED OFFENCES OUTSTANDING.

		IF YES, GIVE DETAILS:
YES	NO	

5. Work HISTORY

THE SECURITY SCREENING PROCESS REQUIRES THAT WE ARE ABLE TO VERIFY YOUR PERSONAL HISTORY FOR A PERIOD OF TEN OR FIVE 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), MILITARY SERVICE. BE SURE TO GIVE FULL ADDRESSES INCLUDING, TELEPHONE NUMBERS AND DATES.

	EMPLOYERS NAME, ADDRESS	NAME OF THE PERSON YOU REPORTED TO.	POSITION YOU HELD	EMPLOYMENT DATES INCLUDE MONTHS	REASON FOR LEAVING
1				FROM ____/____/____ TO ____/____/____	
	Contact No:				
	Email Address				
2				FROM ____/____/____ TO ____/____/____	
	Contact No:				
	Email Address				
3				FROM ____/____/____ TO ____/____/____	
	Contact No:				
	Email Address				
4				FROM ____/____/____ TO ____/____/____	
	Contact No:				
	Email Address				
5				FROM ____/____/____ TO ____/____/____	
	Contact No:				
	Email Address				
6				FROM ____/____/____ TO ____/____/____	
	Contact No:				
	Email Address				

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6.

Due to the GDPR regulations of 25th May 2018 we need the consent of your emergency contact to hold their details on file so please get them to complete the details below:

I (name of contact) _____ hereby give my consent for CIO Security Ltd to hold my contact details on file solely for the purpose of being the emergency contact for (name) _____.

HAVE YOU BEEN MADE BANKRUPT? YES/NO
(please specify)

DO YOU HAVE ANY COUNTY COURT JUDGEMENTS? YES/NO
DO YOU OBJECT TO THE COMPANY CONTACTING A CREDIT AGENCY
WITH REFERENCE TO YOURSELF? YES/NO

8. DETAILS OF WHEN YOU LEFT SCHOOL & IF YOU ATTENDED COLLEGE IN THE LAST 5 YEARS

SCHOOL NAME: (secondary and above)	TOWN/CITY:	DATE YOU LEFT SCHOOL:	COLLEGE & DATES:

READ THIS SECTION CAREFULLY BEFORE YOU SIGN THE STATEMENT

- 1. IF OFFERED EMPLOYMENT IT WILL BE INITIALLY FOR A PROBATIONARY PERIOD OF 16 WEEKS. AFTER A PERIOD OF 12 WEEKS FROM START DATE FOR SCREENING:**
- 2. CONTINUED EMPLOYMENT IS CONDITIONAL UPON SATISFACTORY SCREENING, MEDICAL AND GENERAL PERFORMANCE.**

STATEMENT TO BE SIGNED BY APPLICANT

I _____ CERTIFY THAT TO THE BEST OF MY KNOWLEDGE, THE INFORMATION I HAVE GIVEN IS COMPLETE AND CORRECT, AND I UNDERSTAND THAT MISREPRESENTATION OF FACTS IS GROUNDS FOR IMMEDIATE DISMISSAL AND RENDERS ME LIABLE FOR PROSECUTION.

I AUTHORISE THE COMPANY TO APPROACH ANY GOVERNMENT AGENCIES, FORMER EMPLOYERS, CREDIT AGENCIES AND PERSONAL REFEREES TO VERIFY THE INFORMATION GIVEN, AND WILL SUPPLY A STATUTORY DECLARATION IF REQUIRED (I GIVE PERMISSION FOR MY PRESENT EMPLOYER TO BE APPROACHED). I CONFIRM IF SUCCESSFUL

APPLICANTS SIGNATURE: _____ **DATE:** _____

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FOR OFFICE USE ONLY

ASSOCIATED DOCUMENTS:

SEEN:

DATE:

COPY RETAINED:

	SEEN:		
	Yes	No	
Birth Certificate/Passport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S.I.A. Licence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Service Record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Utility Bill/Bank Statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

N.B. PHOTOCOPIES OF ONE THE ABOVE DOCUMENTS ARE TO BE INCLUDED WITHIN VETTING PAPERS.

INTERVIEWERS ASSESSMENT (office use only)

Sense Tests a) colour blindness OK/FAILED b) Hearing OK/FAILED c) Smell OK/FAILED

INTERVIEWERS SIGNATURE: _____ **DATE:** _____

Data controller: CIO Security Ltd.

Data protection officer: Chris Onumonu

As part of any recruitment process, the organisation collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the organisation collect?

The organisation collects a range of information about you. This includes:

- your name, address, and contact details, including email address and telephone number.
- details of your qualifications, skills, experience, and employment history.
- information about your entitlement to work in the UK; and

The organisation collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The organisation will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks (We use HireRight). The organisation will seek information from third parties only once a job offer to you has been made.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does the organisation process personal data?

The organisation needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The organisation has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the organisation to manage the recruitment process, assess and confirm a candidate's suitability for

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employment and decide to whom to offer a job. The organisation may also need to process data from job applicants to respond to and defend against legal claims.

For all roles, the organisation is obliged to seek information about criminal convictions and offences. Where the organisation seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The organisation will not use your data for any purpose other than the recruitment exercise for which you have applied.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

The organisation will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The organisation will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and HireRight to obtain necessary criminal records checks.

The organisation will not transfer your data outside the European Economic Area.

How does the organisation protect data?

The organisation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does the organisation keep data?

If your application for employment is unsuccessful, the organisation will hold your data on file for 6 months after the end of the relevant recruitment process. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

Your rights

As a data subject, you have several rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and
- Ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact in office. You can make a subject access request by completing the organisation's form for making a subject access request (available upon request).

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the organisation during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all.

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I HAVE CHECKED THE DETAILS OF THIS APPLICATION FORM AND CONFIRM THAT ALL INFORMATION IS CORRECT AT TIME OF INTERVIEW.

PRINT NAME(INTERVIEWER)..... SIGN.....

Before proceeding with this application form

Notice to all Applicants

Your potential employment within the security industry is dependent on security screening. CIO Security Limited abide by the following the rules of British Standard 7858:2019

1. The application must be completed in full.
2. A full 5-year work history (or in the case of a younger applicant a 10 year if the company requires the later for client or insurance reasons.
3. Proof of I D
4. Proof of address
5. Medical history
6. National Insurance Check

As to enable us to process your application please supply the following information:

- 1 Full names, addresses and telephone numbers of previous employers
- 2 Full details of any unemployment

Please bring the following items to your interview:

- 1 Birth certificate
- 2 Passport (if held)
- 3 Two recent utility bills
- 4 Driving licence (if held)
- 5 Two passport size photographs
- 6 Bank details
- 7 P45 if you have one

Failure to complete this application form could result in your application being delayed or rejected. Any information supplied that is found to be fraudulent would result in dismissal or in some cases legal action being taken.

Before proceeding with this application

- 1 Do you agree to a S.I.A. Criminal record check being carried out? **YES/NO**
- 2 Do you fully understand the potential consequences? **YES/NO**
- 3 Do you agree to a credit check taken via a credit agency regards to yourself **YES/NO?**

Applicant Name: _____

Applicant Signature: _____

Date: _____

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