



VETTING FROM: / /

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

PLEASE
AFFIX
PHOTOGRAPH

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

EMPLOYMENT AS: SECURITY OFFICER/PERSONNEL

CONFIDENTIAL WHEN COMPLETED

PLEASE ANSWER ALL QUESTIONS USING **BLOCK CAPITALS**

1. PERSONAL INFORMATION, HOW DID YOU FIND THE VACANCY, LOCAL JOB CENTRE, PRESS, INTERNET, STAFF ALREADY WORKING FOR PLEASE CIRCLE.

SURNAME:

FIRST
NAMES;

CURRENT
ADDRESS:

EMAIL:

MOBILE NO:

PREVIOUS
ADDRESS
IF LESS
THAN
3 YEARS AT
ABOVE,

CURRENT
DRIVING
LICENCE:
NO;

TRANSPORT:
NATIONAL
INSURANCE
No

YES		NO	
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐
☐	☐	☐	☐

2 BANK DETAILS (complete at interview).

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

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

PLACE OF BIRTH: IN THE UK

IF BORN OUTSIDE THE UK:

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

NAME:

RELATIONSHIP: PARENT/WIFE/PARTNER

Telephone number:
5

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.

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

YES	NO	IF YES, GIVE DETAILS:
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5. PERSONAL HISTORY (PART A)

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	
Contact No:			FROM / / TO / /		1
Contact No:			FROM / / TO / /		2
Contact No:			FROM / / TO / /		3
Contact No:			FROM / / TO / /		4
Contact No:			FROM / / TO / /		5
Contact No:			FROM / / TO / /		6
EMPLOYERS FULL NAME, ADDRESS	NAME OF THE PERSON YOU REPORTED TO.	POSITION YOU HELD	EMPLOYMENT DATES INCLUDE MONTHS	REASON FOR LEAVING	
Contact No:			FROM / / TO / /		7
Contact No:			FROM / / TO / /		8
Contact No:			FROM / / TO / /		9
Contact No:			FROM / / TO / /		10

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Contact No:			FROM / / TO / /		11
Contact No:			FROM / / TO / /		12

6 PERSONAL HISTORY (PART B)

IN THE CASE OF PERIODS OF SELF-EMPLOYMENT PLEASE GIVE NAMES AND ADDRESSES OF SOMEONE WHO CAN CONFIRM YOU'RE DETAILS (i.e.; BOOK KEEPER, ACCOUNTANT, and OR SOLICITOR)

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
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8. DETAILS OF WHEN YOU LEFT SCHOOL & IF YOU ATTENDED COLLEGE IN THE LAST 10 YEARS

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

READ THIS SECTION CAREFULLY BEFORE YOU SIGN THE STATEMENT

- 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:
- DURING THE PROBATIONARY PERIOD YOUR CONTRACT OF EMPLOYMENT MAY BE TERMINABLE BY THE "COMPANY" BY NO LESS THAN 24 HOURS NOTICE IN WRITING. THIS APPLIES TO SCREENING PERIOD ALSO.
- 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: _____

FOR OFFICE USE ONLY

ASSOCIATED DOCUMENTS:

SEEN:

DATE:

COPY RETAINED:

Yes

No

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Birth Certificate/Passport	☐	☐	☐
S.I.A. Licence	☐	☐	☐
Service Record	☐	☐	☐
Utility Bill/Bank Statement	☐	☐	☐

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: _____

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 Personal references
- 4 Proof of I D
- 5 Proof of address
- 6 National Insurance Check
- 7 Criminal Records Bureau Screening via the S.I.A.

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 names, addresses and telephone numbers of personal references
- 3 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

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- 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 credit check taken via a credit agency regarding yourself **YES/NO?**

Applicant Name: _____

Applicant Signature: _____

Date: _____