



APPLICATION FOR EMPLOYMENT FOR

Private and Confidential

STATEMENT TO PROSPECTIVE EMPLOYEES

Due to the nature of the work that is carried out by Oxford Security services, It cannot be stressed enough that the omission of any information requested will severely hinder the possibility of us offering you a position in the company and will also delay the screening period.

Declaration:

PERSONAL REFERENCE AND EMPLOYMENT VERIFICATION

I understand that employment with the Company is subject to satisfactory references and security screening in accordance with BS 7858.

I undertake to cooperate with the Company in providing any additional information required to meet these criteria;

I authorise the Company and/or its nominated agent to approach previous employers, schools/colleges, character referees or Government Agencies to verify that the information I have provided is correct;

I authorise the company to make a consumer information search with a credit reference agency, which will keep a record of the search and may share that information with other credit reference agencies. I agree to pay part of the cost of this credit reference check the sum to be advised to me in writing prior to the check taking place.

I understand that some of the information I have provided in this application will be held on a computer and some or all will be held in manual records.

I consent to the Company's reasonable processing of any sensitive personal information obtained for the purpose of establishing my medical condition and future fitness to perform my duties. I accept that I may be required to undergo a medical examination where requested by the Company. Subject to the Access to Medical Records Act 1988, I consent to the results of such examinations to be given to the Company. 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 hereby certify that, to the best of my knowledge, the details I have given in this application form are complete and correct.

I understand that any false statement or omission to the Company or its representatives may render me liable to dismissal without notice.

Name:..... **Date:**.....

Signed



APPLICATION FOR EMPLOYMENT

APPLICATION DETAILS	
Position(s) applied for	
Date of application	
Name (Last names first, then forenames)	
Full postal address: You must provide all other address where you have lived in the last 5 years. There must be no gaps in dates	At address Since:
Other Address:	Dates from: Dates to:
Other Address:	Dates from: Dates to:
Telephone (incl. code)	
Mobile number	
National Insurance No.	
SIA Number	
Date of Birth:	
Passport Number	
Driving Licence Number	
Will you work reasonable overtime if needed?	Yes / No



**Oxford
Security Services**

Please give details of your Employment History for the last **5 years or** since you left full time education. If in full time secondary education during the last 5 years, please provide the full name and address of your school and the date of leaving.

Include details of National Service and any periods of self-employment where applicable. For any periods of unemployment give details of Job Centre and any courses completed.

Full Name of Employer Full Address & Position held in company	Tel No.	Start Date Month Year		End Date Month Year		Reason for Leaving
Post Code: Position Held:						
Post Code: Position Held:						
Post Code: Position Held:						
Post Code: Position Held:						
Post Code: Position Held:						

Continue on a separate sheet of paper if necessary



Referees

Please give details of 2 Personal Referees (Must Not reside at the same address, must not be a relative & must have known you for at least the last two years and cannot be a former employer).

Name		Name	
Phone No.		Phone No.	
Full Address		Full Address	
Length of Time Known		Length of time known	

Please give details of 2 Friends or Relatives to be contacted in case of emergency.

Name		Name	
Address		Address	
Relationship		Relationship	
Tel No.	Home: Work:	Tel No.	Home: Work:

If you have been self employed, give the names and addresses of two persons, not relatives or referees above, who can confirm this (e.g. Accountant, Solicitor, Customer Companies with whom traded with).

Name		Name	
Address		Address	
Relationship		Relationship	
Tel No.	Home: Work:	Tel No.	Home: Work:
How long known:		How Long Known:	



Have you ever been convicted of a Criminal Offence?	Yes/No/Case Pending
Have you ever been subject to Bankruptcy Proceedings?	Yes/No/Case Pending

**Oxford
Security Services**

Education & Training

Start Date Month Year	Leave Date Month Year	Name of School or College and full address	Qualifications gained

Please give details of any special skills or training received, e.g. First Aid, Health & Safety or Security etc.

Course	Qualification or Certificate Gained

Doctor

Name	Full Address	Telephone No.



FOR OFFICE USE ONLY

INTERVIEW DETAILS

Date:		Interviewer:	
Documents Checked		Birth Certificate	
And copied:~		Passport	
		Visa Expiry Date	
		Service Record	
		Driving Licence	
		Utility Bill X 2	
		Forces Discharge Paper	
		Immigration Papers	
		SIA Licence	
Comments			
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Appointment:		Position	
		Start Date	
Authorised to continue screening	Name:	Signature:	Date:



**Oxford
Security Services**

**CONSENT TO PROCESSING OF
PERSONAL AND SENSITIVE PERSONAL DATA FOR THE PURPOSES OF
THE GENERAL DATA PROTECTION REGULATIONS**

I HEREBY CONSENT to and authorise Oxford Security Services Ltd (‘the Company’) and any third party nominated by the Company from time to time to perform a vetting service to hold the information contained in the Application for Employment and any other information obtained and/or derived as a direct result of the Company and/or the Vetting Company obtaining references and/or confirming the accuracy of the information contained in the Application for Employment (and for the avoidance of doubt that will include details of National Insurance Contributions) during my employment with the Company.

By signing this I agree to accept regular communication from the company and customers of OSS regarding my employment, training and duties. I understand that the company hold my personal data and I consent to them sharing this information with any third party (customers of the company) in order to maintain and further my employment.

This consent shall constitute ‘consent’ and ‘explicit consent’ for the purposes of the GDPR 2018.

Signed..... Date.....

Print Name



**Oxford
Security Services**

This Agreement is made between

Oxford Security Services Ltd ("the Company")
And

..... ("The Worker")

48 hour maximum average working week

The Working Time Regulations 1998 provide that the average working week, including overtime, shall not exceed 48 hours. The Company and the worker agree that this limit shall not apply to the worker. This Agreement will remain in force indefinitely. The worker, or the Company, may terminate this Agreement at any time by giving not less than three months' written notice to the other.

Signed: _____

Date: _____

Name: _____

For and on behalf of the Company

Signed: _____

Date: _____

Name: _____

Staff Member

PLEASE RETURN FORM TO
Oxford Security Services LTD
Clarendon business centre,
Sandford Gate,
Eastpoint Business Park,
Oxford, OX4 6LB

Tel: 01865751605

Email: info@oxfordsecurityservices.co.uk



**Oxford
Security Services**

Oxford security services Ltd

Bank Details

Bank or Building Society Name	
Full Address	
Bank Sort Code	
Account No.	

National Insurance No: _____

Date of Birth: _____

DECLARATION

It is understood and agreed that any misrepresentation by me on this application form will be sufficient cause for cancellation of this application and/or termination from the employer's service if I have been employed.

I give the employer the right to investigate all references and to secure additional information about me if job related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organisations for furnishing such information.

This Company is an Equal Opportunity Employer. We do not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by law.

Applicant's signature

Date