



FIRSTCALL SERVICES LIMITED

"Building a safer community through Partnership"

## Application Form

### STRICTLY CONFIDENTIAL

Applicants willing to start as soon as possible should please enclose the following documents:	Signed application form	[ ] (tick when completed)
	2x Passport Pictures	[ ]
	Proof of ID	[ ]
	2x Proof of address	[ ]
	Right to work(if applicable)	[ ]
	SIA licence	[ ]

Please post your completed form to: Firstcall Services Ltd., 9-11 Gunnery Terrace, Royal Arsenal, Woolwich, London, SE18 6SW

### PLEASE COMPLETE IN BLOCK CAPITALS USING BLACK INK

#### Section 1

#### Personal Details

Title Mr/Mrs/Ms/Other: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_  
 Maiden/Former name \_\_\_\_\_ Mother's name: \_\_\_\_\_  
 (list all previous first names and surnames): \_\_\_\_\_

Please state **ALL** addresses where you have lived for the past 5 years, continue on a separate sheet if necessary:

Current address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Post Code: _____	How long have you lived there? _____	From: _____ Month/Year	To: _____ Month/Year
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Please state **ALL** previous addresses if occupation of current address is less than 5 years.

_____	How long have you lived there? _____	From: _____ Month/Year	To: _____ Month/Year
_____	How long have you lived there? _____	From: _____ Month/Year	To: _____ Month/Year
_____	How long have you lived there? _____	From: _____ Month/Year	To: _____ Month/Year

Position applied for: \_\_\_\_\_

Home Tel: \_\_\_\_\_ Work Tel: \_\_\_\_\_

Mobile: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date of birth: \_\_/\_\_/\_\_\_\_ Place of birth: \_\_\_\_\_

Nationality: \_\_\_\_\_ Marital Status: \_\_\_\_\_

National Insurance Number: \_\_\_\_\_



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**Section 2**

Do you hold a current full/provisional driving licence?

Yes [ ]                                      No [ ]                                      (Tick the appropriate)

State any driving conviction in the past 5 years: \_\_\_\_\_

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**Section 3**

Do you hold a current SIA licence:

Yes [ ]                                      No [ ]

SIA licence number: \_\_\_\_\_ Expiry Date:    \_ / \_ / \_ \_ \_ \_

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**Section 4**

Are you subject to immigration control?

Yes [ ]                                      No [ ]

If yes, do you have unrestricted entitlement to take up employment in the UK?

Yes [ ]                                      No [ ]

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**Section 5**

Have you ever been fined, cautioned, sentenced to imprisonment or placed on probation for a criminal Act (subject to the Rehabilitation of Offenders Act)?

Yes [ ]                                      No [ ]

Do you have any alleged offences outstanding?

Yes [ ]                                      No [ ]

If you answered yes to either of the questions, please give details:

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Have you, ever been made bankrupt or have Court Judgements against you, whether satisfied or not, within the last 6 years?

Yes [ ]                                      No [ ]

Has any order been made against you by a Civil or Military Court or Public Authority?

Yes [ ]                                      No [ ]

If yes, please give details: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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**Section 6**

**Employment Record**

Starting with your last or present employer, please give a **gapless** employment history for the last 5 years. This **must** include details of full time education, periods of self-employment and military service, if it falls within this period. For any periods of unemployment give the address of the DWP Office to which you reported or the name of a person (not a relative) who can confirm your whereabouts.

**Please note: employment is subject to successful screening within 12weeks of conditional employment. In circumstances where screening cannot be completed the conditional employment will be terminated.**

PLEASE TICK THIS BOX IF YOU DO **NOT** WANT US TO CONTACT YOUR CURRENT EMPLOYER [  ]

**Name and contact details of current employer or name of Job Centre/DWP Office/ College/University/ Infantry- continue on separate sheet if necessary**

<b>Name:</b>		<b>From:</b>	__/__/__	<b>To:</b>	__/__/__
<b>Address:</b>		<b>Position held:</b>			
<b>Post Code:</b>		<b>Reporting to:</b>			
<b>Tel/Fax:</b>		<b>Reason for leaving:</b>			
<b>E-mail:</b>					

**Name and contact details of current employer or name of Job Centre/DWP Office/ College/University/ Infantry- continue on separate sheet if necessary**

<b>Name:</b>		<b>From:</b>	__/__/__	<b>To:</b>	__/__/__
<b>Address:</b>		<b>Position held:</b>			
<b>Post Code:</b>		<b>Reporting to:</b>			
<b>Tel/Fax:</b>		<b>Reason for leaving:</b>			
<b>E-mail:</b>					





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**Declarations**

I certify that to the best of my knowledge, the information that I have given is true and complete and I understand that any false statement or omission to Firstcall Services Ltd or its representatives may lead to termination of employment without notice. I understand and agree that if so required I will make a Statutory Declaration in accordance with the provisions of the Statutory Declaration Act 1835 in confirmation of previous employment or unemployment. I authorise Firstcall Services Ltd 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 consent to Firstcall Services Ltd reasonable processing of any personal information obtained for the purposes 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 Firstcall Services Ltd and authorise the Company to make a consumer information search with any credit reference agency, which will keep a record of that search and may share information with other credit reference agencies. I further declare that any documents that I provide are genuine and give my consent for these documents to be examined under the UV scanner or similar device. I acknowledge that any falsified documents may be reported to the appropriate authority.

**Data Protection Act 1998**

Firstcall Services Ltd will use the information you provided 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 Firstcall Services Ltd you consent to our processing personal data about you where this is necessary, for example information about your credit status, ethnic origin 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 the United Kingdom).

Your information will be held on our computer database and/or 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 inaccuracies corrected.

**Disclosure**

You are applying for a position of trust and in the event of being offered employment by Firstcall Services Ltd we may apply for a Disclosure. However, having a criminal record does not necessarily bar you from employment. For more information ask a member of staff for a copy of the DBS code of Practice/Disclosure Scotland and /or Firstcall Services Ltd 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. The Disclosure information is not retained I.e. it is disposed of within the timescales recommended in the DBS Code of Practise. By signing below you agree to all of the above.

**Screening**

Any offer of employment is subject to satisfactory screening. The applicant consents to being screened and will provide information as required. The applicant also consents to the information provided is correct and acknowledges that any false statements or omissions could lead to termination of employment. The screening will include a pre-employment address/credit check. This will incur a cost of £25, which will be deducted from the first salary.

**Applicant name:** ..... **NI Number:**.....

**Applicant Signature:**..... **Date:**.....