

(SEC-01)

Position Applied For..... Date:

Mr/Miss..... First Name: Middle Name: Surname:

Address:

.....

.....

.....

Postcode

Marital Status:.....

National Insurance No:

Tel No:

Email:

Do you need a Visa to Work or Remain within the UK YES NO Expiry Date:.....

If YES confirm Date and Point of Entry into the UK. Date Entry Point:

SIA LICENCE DETAILS

Do you possess a valid frontline SIA Licence YES NO APPLIED Type:.....
 (Security, Door S/Visor, CCTV, CVIT, CP)
 Please tick relevant box

Licence Number: Expiry Date:

Education History: Detail all education from 11 years old and qualifications obtained

From: Month & Year	To: Month & Year	School/College	Qualifications

Any Other Training: List all training courses attended and certificates/qualifications obtained

From: Month & Year	To: Month & Year	Provider	Qualifications

List any Bankruptcy, County Court Judgments etc,

Financial History:

(In accordance with BS 7858 a credit reference check will be carried out)

Date	Court	Detail

Previous History: Please record your previous history below. WE MUST HAVE MINIMUM 5 YEARS HISTORY (or to school leaving age) BEFORE WE CAN CONSIDER EMPLOYMENT. **INCLUDE DETAILS OF ANY PERIODS FIVE YEARS LIVING ADDRESSES, GAP YEARS OR OTHER ACTIVITY START WITH CURRENT/MOST RECENT FIRST. CONTINUE ON A SEPARATE PAGE IF NECESSARY.**

5 YEARS ADDRESS HISTORY

	Start Month/Year	Finish Month/Year	Address	Reason of leaving
1				
2				
3				
4				
5				

5 YEARS EMPLOYMENT HISTORY: (Unemployment, self employment, sickness, travel, gap years or other activity starts with current/most recent first. **Continue on a separate page if necessary**)

Start Month/Year	Finish Month/Year	Name and Address of Employer	What were you doing
1			
Contact Name		Notice Req'd and/or Reason for leaving	
Contact Number			
2			
Contact Name		Reason for Leaving	
Contact Number			
3			
Contact Name		Reason for Leaving	
Contact Number			
4			
Contact Name		Reason for Leaving	
Contact Number			
5			
Contact Name		Reason for Leaving	
Contact Number			

APPLICANT SCREENING

All applications will be screened for the previous 5 years. Any failure to provide relevant and accurate information or if supplied information is unsatisfactory we may have no alternative but to reject your application and/or withdraw any offer of employment.

This is in accordance with BS 7858

YOU MUST THEREFORE SUPPLY ALL THE INFORMATION REQUIRED

References

Before we can proceed with your application we require 2 character references from persons not related to you, not living at your address and known to you for min 2 years : Supply the information below and we will write to them	
Name	Name
Address	Address
Post Code	Post Code
Telephone	Telephone
Specific dates known to you	Specific dates known to you
Relationship to you	Relationship to you

Other Employment

Please list all other employment you would continue to do if you were successful in obtaining employment
Please note here your leisure interests and hobbies and to what level you pursue them
Criminal Record
State any Criminal convictions (subject to Rehabilitation of Offenders Act 1974) If none please state NONE
IF NONE STATE NONE DO NOT LEAVE THIS BLANK

General

Uniform: To allow us to order you a uniform please supply the following information

CHEST =	WAIST =	INSIDE LEG =	COLLAR =	SHOE=
---------	---------	--------------	----------	-------

Please give details of any days/hours/shifts you cannot work

Please give details of any holiday commitments already booked or planned		
Date	Period	Reason

Bank Account Details (This information can be provided upon commencement of employment if preferred)		
Account Name:		
Account No:	Sort Code:	Branch Address:

Name and Address of Contact in cases of Emergency	
Name:	Relationship
Address:	
Tel No:	

Do you have access to your own transport?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes: Vehicle:
Driving License Details:			
License Type:	:..... (Full /Provisional)	Expiry Date:	:.....
Convictions (points):	:.....	Country of Issue	:.....

DECLARATION BY APPLICANT

I agree not to divulge any information however acquired relating to the Company, its Business or its Clients to any other Person, Company or Organisation without written consent from the Company either during or after employment is determined.
 I agree to abide by the rules of the company at all times and agree to a personal search as and when required.
 I agree to attend Training Courses appropriate to my employment as mutually agreed by the company and myself. If accepted I consent to a medical examination carried out by a company nominated Doctor if required.
 I have detailed my previous 5 years history and consent to the company contacting such persons including character referees as necessary to verify those details in accordance with British Standards BS 7858.
 I AGREE/I DO NOT AGREE, to my present employer being contacted BEFORE an offer of employment is made. I understand my present employer will be contacted after I accept any provisional offer of employment.
 I understand that any offer of employment is subject to the satisfactory 5 years screening process. I understand that any offer of employment is subject to 12 weeks probationary period.
 I agree to be subjected to a credit reference check to determine my financial position at the time of application.
 I understand that if any information I have provided on this form is subsequently found to be false or misleading I will be liable to disciplinary procedures that could result in dismissal without notice.
 I understand that all documents submitted by me to prove identity and/or address will be UV checked for authenticity and any anomalies will be reported to the necessary officials without reference.
 I understand that it is a criminal offence to make false statements on this Application Form.
 I confirm that if I commence employment with your company and I am registered as unemployed, I will inform the relevant authorities of my revised employment status.

SIGNATURE OF APPLICANT.....NAME..... DATE.....

OFFICE USE ONLY	
INTERVIEWED BY.....	DATE..... Accept or REJECT
NOTES.....	ASSIGNMENT.....
START DATE.....	

SYSTEMATIC

YOUR FACILITIES PARTNER

PRIVATE AND CONFIDENTIAL: APPLICATION FOR EMPLOYMENT

PRIVATE AND CONFIDENTIAL: APPLICATION FOR EMPLOYMENT (SEC-02)

Systematic Security Ltd
Alperton House Bridgewater Road Wembley HA0 1EH
Tel: 0208 578 1935 Fax: 0208 575 5544
Web: www.systematicsecurity.co.uk
Company Registration No: 06786680



RESTRICTIVE COVENANT AGREEMENT

This Agreement is made between Systematic Security Limited T/A Systematic Security Services (the Company) of Alperton House Bridgewater Road Wembley HA0 1EH Hand <.....> (the Employee).

The Employee agrees to be bound by the restrictive covenants set out in this Agreement, and further agrees that this Agreement forms part of, and is incorporated into, their contract of employment with the Company.

DEFINITIONS

"Restricted Business" shall mean any business or activity carried on by the Company at any time during the Relevant Period and in which the Employee shall have been directly concerned during the Relevant Period.

"Restricted Clients" shall mean any person, firm or Company or other organisation or entity who was at any time in the Relevant Period a Client of the Company.

"Prospective Clients" shall mean any person, firm, Company or other organisation or entity who at the date of termination of the Employee's employment with the Company was engaged in negotiation with the Company with a view to engaging the Company's services.

"Relevant Period" shall mean the twelve month period preceding the date of termination of the Employee's employment with the Company, ending on that date.

CLAUSE 1
NON-SOLICITATION AND NON-DEALING COVENANTS

A) Of Restricted Clients:
The Employee shall not, during the period of twelve months after the date of termination of their employment with the Company, directly or indirectly on their own account or on behalf of or in conjunction with any person, firm, company or other organisation or entity either:

- a) Conduct Restricted Business; or
- b) Canvass or solicit or by any other means seek to conduct Restricted Business; with any Restricted Client whom the Employee shall have had material dealings in the course of their duties during the Relevant Period.

B) Of prospective Clients:
The Employee shall not during the period of twelve months after the date of termination of their employment with the Company, directly or indirectly on their own account or on behalf of or in conjunction with any person, firm, company or other organisation or entity either:

- a) Conduct Restricted Business; or

- b) Canvass or solicit or by any other means seek to conduct Restricted Business; With any Prospective Client whom the Employee shall have had material dealings in the course of their duties during the Relevant Period.

CLAUSE 2

CONFIDENTIALITY

The Employee shall not make use of, divulge or communicate to any person (save in the proper performance of their duties) any trade secrets or other confidential information of or relating to the Company, or that of other persons or bodies with whom the Company has dealings of any sort, which the Employee may have received or obtained, or has otherwise been acquired by them in confidence, whilst in the employment of the Company. The restriction shall continue to apply after the termination of employment without limit in point of time but shall cease to apply to information ordered to be disclosed by a Court of competent jurisdiction or otherwise required to be disclosed by law.

Confidential information shall include but shall not be limited to 'client information'. 'Client information' includes information relating to:

- a) the names or addresses or telephone numbers of the Company's clients and/or the employees of such clients with whom the Company has had contact.
- b) the requirements of such clients for:
 - i. Key handling and mobile patrolling services;
 - ii. Retail security services;
 - iii. CCTV monitoring services;
 - iv. Facilities management services;
 - v. Static guard services; and
 - vi. Concierge services.

The Employee is to exercise reasonable care to keep safe all documentary or other material containing confidential information, and shall at the time of termination of their employment with the Company, or at any other time upon demand, return to the Company any such material in their possession.

CLAUSE 3
COPYRIGHT

All written material, whether held on paper, electronically or magnetically which was made or acquired by the Employee during the course of employment with the Company, is the Company's property and copyright.

At the time of termination of employment with the Company, or at any other time upon demand, the Employee shall return to the Company any such material in their possession.

CLAUSE 4
NON-POACHING OF EMPLOYEES

The Employee shall not either during their employment with the Company or during the period of twelve months after the date of termination of their employment, directly or indirectly induce or seek to induce any senior member of staff who was employed by the Company at the date of termination of the Employee's employment and with whom they had material contact/dealings to leave the employment of the Company, whether or not this would constitute a breach of contract on the part of the aforementioned other employee.

CLAUSE 5
PREVENTION OF EMPLOYMENT BY CLIENTS

The Employee shall not during the period of twelve months after the date of termination of their employment with the Company directly or indirectly be engaged or employed by any Restricted Client with whom the Employee shall have had material dealings in the course of their duties during the Relevant Period.

CLAUSE 6
NON COMPETITION

- A) The Employee hereby undertakes with the Company that they will not (without the prior written consent of the Company) during their employment and during the period of three months after the date of termination of their employment whether by themselves, through their employees or agents or otherwise or howsoever, and whether on their own behalf of any other person, firm, Company, or other organisation directly or indirectly in competition with the Company, be employed or engaged or otherwise conduct any Restricted Business.
- B) The employee hereby undertakes with the Company that they will not at any time after the termination of their employment in the course of carrying on any trade or business, claim, represent or otherwise indicate any association with the Company, or for the purpose of carrying on or retaining any business or custom, claim, represent or otherwise indicate any past association with the Company to its detriment.

CLAUSE 7
INTELLECTUAL PROPERTY

- A) It is anticipated that in the course of your duties you may make or discover intellectual property and in this respect you have a special obligation to further the interests of our Company.
- B) Intellectual property includes patents, registered or unregistered trademarks and designs, utility models, copyrights, including design copyrights, applications for any of the foregoing and the right to apply for them in any part of the world, discoveries, creations, inventions or improvements upon or additions to an invention, confidential information, know-how and any research relating to the above, business names, whether register able or not, moral rights and any similar rights in any country.



PRIVATE AND CONFIDENTIAL: APPLICATION FOR EMPLOYMENT

- C) Subject to the provisions of the Patents Act 1977 and the Copyright, Designs and Patents Act 1988, if any time during your employment you make or discover or participate in the making or discovery of any intellectual property relating to or capable of being used in the business carried on by us, you must communicate the details forthwith to us and such intellectual property will be the absolute property of us. At our request and expense, you must give and supply all such information, data, drawings and assistance as may be necessary to enable us to exploit the intellectual property to best advantage, and must execute all documents and do such things as may be necessary or desirable for obtaining patent and other protection for the intellectual property in such parts of the world as may be specified us and for vesting the same in our Company or as we may direct.
D) You irrevocably appoint our Company in your name and on your behalf to sign and execute such instruments and do such things and generally to use your name for the purposes of giving to us (or our nominees) the full benefit of the provisions of this clause. A certificate in writing signed by us that an instrument or act falls within the authority conferred by this clause will be conclusive evidence that such is the case.
E) If while in the employment of our Company you make, or discover intellectual property which does not become the property of our Company then, subject to the provisions of the Patents Act 1977, we will have the right to acquire for ourselves or our nominee your right therein on fair and reasonable terms, to be agreed or settled by a single arbitrator appointed by the President of Chartered Institute of Arbitrators who shall adjudicate at our joint expense.
F) The rights and obligations arising under this clause will continue to have full force and effect after your employment has terminated and will be binding upon your representatives.

SEVERABILITY CLAUSE

Each of the restrictions contained in this Restrictive Covenant Agreement is intended to be separate and severable. In the event that any of the restrictions set out above shall be held to be void, then its/their deletion shall not affect the remainder of this Agreement, whose restrictions shall continue to apply with such deletion as may be necessary to make it valid and effective.

Signed: (The Employee) Signed: On behalf of (The Company)
Name: (Print) Name: (Print)
Dated: Dated:



AUTHORISATION TO PROVIDE INFORMATION

I, Understand that employment with Systematic Security Services is subject to satisfactory references and security screening in accordance with the British Standard BS 7858.

I undertake to co-operate with Systematic Security Services in providing any additional information that is required.

I authorise Systematic Security Services to approach previous employers, schools, colleagues, character referees or Government Agencies to verify that the information I have provided is correct.

I authorise Systematic Security Services to obtain a Financial History Report from a reportable Credit reference organisation (Equifax/ Credit Safe etc).

I understand that this information is strictly confidential in line with the current data protection regulations and all information gathered will be treated with confidence.

I hereby certify that, to the best of my knowledge, the details I have given in this application form are complete and correct.

Signature: _____

Print name: _____

Date: _____

Many thanks for your co-operation in this screening process.

JOB DESCRIPTION – SECURITY OFFICER

- Be punctual at all times.
- Uniform must be worn at all times whilst on-site.
- Be in possession of a Mobile telephone, panic attack alarm and torch.
- The Mobile Telephone provided must be switched on during working hours. This is for business use only. Loss or misuse will be the responsibility of the person allocated the phone.
- Make self-known to person in charge of site contractors, (normally the Site Agent).
- Check with the person in charge of the contractors sites for any additional matters regarding security that you should be aware of.
- Walk the perimeter of the site and check. Ensure any fencing is in order, any defects must be brought to the attention of the person in charge and an entry made in the Site Log showing time and date and details.
- Check the area of the site including buildings, machinery etc and make notes of anything that appears to be out of the ordinary. This should be brought to the attention of the person in charge of the site and an entry made in the site log with time and date and full details.
- Remain alert and vigilant at all times.
- Not to leave the designated site without due authority from Site Agent, his representative, Systematic Security Services Security Supervisor or other person acting in the interests of loss prevention and safety.
- Frequent patrols of alternating routes and periods covering the designated site.
- All property not belonging to Systematic Security Services Security MUST not be handled and tampered with in any way.
- Site Office(s) or other buildings MUST not be entered without the authority of the Site Agent or a designated representative.
- Unauthorised persons not to be allowed on the site.
- Unauthorised persons are those without the authority of the Site Agent or other designated representative. A person merely stating they have authority is not sufficient.
- Any occurrence to be entered in the 'Site Log' at the time or as soon as possible.
- Guards, although protecting the property of the client MUST at all times be conscious of their own safety. They are not expected to endanger themselves or others, the Police and other Emergency services should be called where it is felt they are exposed to risk.
- Throughout the night there will be a Driver/Support person on duty to answer any queries you or clients may have. He should be the first line of contact before Management is involved.
- The duties of the driver/support person include visiting each site and offering support where and when required. Any occurrence of an urgent nature MUST be referred to the Support/Driver in the first instance and to Management, if necessary after involvement of the driver/support person.
- Incidents that cannot be safely and effectively handled by the security officer and or driver/support person should be immediately reported to Police or other relevant emergency service.

Print name: _____ Signature: _____

Date: _____



Dear

Confirmation of Conditional Employment

Please accept this letter as confirmation of your conditional employment with Systematic Security Services.

Your start date will be provided by the control manager and your pay rate will be dependable per site and be paid per hour.

Your conditional employment will last for twelve weeks from date of commencement. This is to allow the company time to complete your five year work history. Once these checks have been satisfactorily completed you will be advised of such. A Statement of Particulars will be sent to you after the initial vetting procedure has been carried out, usually within eight weeks of your commencement date.

The Manager and Operations Manager or nominated qualified person will advise you of your actual hours and place of work, if not already confirmed.

Any queries relating to your employment should, in the first instance be directed to your Screening and Vetting Officer/Reception or nominated qualified person – Tel: 0208 578 1935.

May I take this opportunity of welcoming you to our company and hope you enjoy working with Systematic Security Services.

Yours sincerely

Human Resources
Systematic Security Ltd
Alperton House Bridgewater Road
Wembley HA0 1EH
Tel: 0208 578 1935
Fax: 0208 575 5544
Email: admin@systematicsecurity.co.uk

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STATEMENT OF MAIN TERMS OF EMPLOYMENT

This Statement, together with the Employee Handbook, forms part of your Contract of Employment (except where the contrary is expressly stated) and sets out particulars of the main terms on which

**Systematic Security Limited T/A Systematic Security Services
Alperton House Bridgewater Road Wembley HA0 1EH**

Employee (full name).....

Your employment began onNo previous employment counts as part of your period of continuous employment.

JOB TITLE

You are employed as and your duties will be as advised by your Line Manager. Your duties may be modified from time to time to suit the needs of the business.

PLACE OF WORK

You will normally be required to work at You will not be required to work outside the United Kingdom.

HOURS OF WORK

You have no guaranteed hours of work in any given week. Your actual hours to be worked each week will be as necessitated by the needs of the business, subject to the published rota and will be notified to you by your Line Manager. In some weeks you may not be required to work any hours. Payment will only be made for actual hours worked and therefore no payment will be made for weeks where you are not required to work. Breaks will be unpaid and in line with current Working Time Regulations.

If asked to carry out night work (this includes the period between midnight and 5.00 am.), employees have the opportunity to undergo a health assessment for which they will not be charged, prior to commencing night duty assignments. Night duty hours must not exceed 8 hours in 24 hours, and this is averaged over a standard period of 17 weeks. Where continuity of service or flexibility is required, individual agreements between you and the company must be reached if night hours are to exceed this limit. In these circumstances an equivalent rest period should be agreed at the convenience of the employer and the employee.

REMUNERATION

Your wagewill be dependable per client site and be paid, per hour payable monthly by credit transfer as detailed on your pay statement.

COLLECTIVE AGREEMENTS

No collective agreements directly affect your terms and conditions of employment.

ANNUAL LEAVE AND PUBLIC/BANK HOLIDAYS

Your holiday year begins on 1st January and ends on 31st December each year, during which you will receive a paid holiday entitlement of 28 days inclusive of public/bank holidays. Entitlements are pro-rata for part-time employees. In your first holiday year your entitlement will be proportionate to the amount of time left in the holiday year. Your holiday pay will be based on your average earnings over the previous 12 weeks.

Conditions relating to the taking of holidays are shown in the Employee Handbook to which you should refer. Due to the nature of our business you may be required to work on any of the public/bank holidays listed below, and it is a condition of employment that you work on these days when required to do so. The public/bank holidays each year are:

- | | | |
|-------------------------|----------------------------|--------------------------|
| New Year's Day, | The last Monday in August, | The first Monday in May, |
| The last Monday in May, | Easter Monday, | Boxing Day |
| Good Friday, | Christmas Day, | |
- In the event of you working on any of the above public/bank holidays, you will be paid at single time for the hours worked.

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PRIVATE AND CONFIDENTIAL: APPLICATION FOR EMPLOYMENT

In the event of termination of employment holiday entitlement will be calculated as 1/12th of the annual entitlement for each completed month of service during that holiday year and any holidays accrued but not taken will be paid for. However, in the event of you having taken any holidays in the current holiday year, which have not been accrued pro-rata, then the appropriate payments will be deducted from your final pay.

SICKNESS PAY AND CONDITIONS

There is no contractual sickness/injury payments scheme in addition to SSP.

Conditions relating to the payment of SSP are shown in the Employee Handbook to which you should refer.

CAPABILITY AND DISCIPLINARY PROCEDURES

The disciplinary rules that form part of your contract of employment and the procedures that will apply when dealing with capability or disciplinary issues are shown under the headings “Capability Procedures” and “Disciplinary Procedures” in the Employee Handbook to which you should refer.

CAPABILITY/DISCIPLINARY APPEAL PROCEDURE

Should you be dissatisfied with any decision to take action or dismiss you on capability/disciplinary grounds, you should apply, either verbally or in writing, to a Director who has not already been involved in the procedure (where possible) within five working days of the decision you are complaining against. Further information can be found in the Employee Handbook under the heading “Capability/Disciplinary Appeal Procedure” to which you should refer.

GRIEVANCE PROCEDURE

Should you feel aggrieved at any matter relating to your employment, you should raise the grievance with your Line Manager either verbally or in writing. Further information can be found in the Employee Handbook.

NOTICE OF TERMINATION TO BE GIVEN BY EMPLOYER

- Under 1 month’s service - Nil.
- 1 month but less than 2 years’ service - 1 week
- 2 years’ service or more - 1 week for each completed year of service to a maximum of 12 weeks after 12 years.

NOTICE OF TERMINATION TO BE GIVEN BY EMPLOYEE

- Under 1 month’s service - Nil.
- 1 month’s service or more - 1 week.

PAY IN LIEU OF NOTICE

We reserve the contractual right to give pay in lieu of all or any part of the above notice by either party.

PENSION AND PENSION SCHEME

We operate a contributory pension scheme which you will be auto-enrolled into (subject to the conditions of the scheme). Further details are available from a Director.

SIGNATURE:

..... (Date)
For and on behalf of the Employer

I acknowledge receipt of this statement and agree that, for the purpose of the Working Time Regulations, any applicable entitlements and provisions constitute a Relevant Agreement.

SIGNATURE:

..... (Employee) (Date)

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Alperton House Bridgewater Road Wembley HA0 1EH
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WORKING TIME REGULATIONS

Opt Out Agreement

I understand that the effect of the 1998 Working Time Regulations, which became law on 1st October 1998, would limit my average working week to a maximum of 48 hours, inclusive of any double time payments, over a seven day period averaged over 17 weeks.

Systematic Security Services has informed me that should I not wish to work in excess of 48 hours then I will suffer no detriment nor be treated less favourably than any other employee.

Given these understandings I wish to dis-apply the effect of the Regulations in relation to the maximum 48-hour limit the effect of which is to remove the 48-hour maximum limit in relation to my employment indefinitely. For the avoidance of doubt the terms of my contract of employment in particular to additional shifts at the reasonable request of the Proprietor or Senior Managers are not affected by this agreement.

Additionally I agree that should I wish to revert to the 48 hour maximum as specified in the Working Time Regulations, I will give the company a minimum of twelve weeks' notice, in writing, of cancellation of this agreement in order that they can make the necessary business arrangements to meet operational/customer requirements.

Name:		
Signature:	Date:	
Manager's Signature:	Date:	



EQUAL OPPORTUNITIES MONITORING

It is the intention of, Systematic Security Services, to provide Equal Opportunities for everyone, regardless of race, gender, marital status or disability.

Please help us to monitor our selection procedure by ticking the appropriate boxes. The information that you provide will be treated in strict confidence. The monitoring form will be kept separate from you application form. It has no part in the selection process.

*Ethnic Origin: To which ethnic group would you say you belong? Please tick one box.

- | | | | |
|-----------------|--------------------------|------------------------|--------------------------|
| White | <input type="checkbox"/> | Indian | <input type="checkbox"/> |
| Black African | <input type="checkbox"/> | Pakistani | <input type="checkbox"/> |
| Black Caribbean | <input type="checkbox"/> | Bangladeshi | <input type="checkbox"/> |
| Black other | <input type="checkbox"/> | Chinese | <input type="checkbox"/> |
| | | Other (please specify) | <input type="checkbox"/> |

*These categories are approved by the Commission for Racial Equality.

1. Gender and Marital Status

- | | | | | |
|----------|--------|--------------------------|---------|--------------------------|
| Are you? | Male | <input type="checkbox"/> | Single | <input type="checkbox"/> |
| | Female | <input type="checkbox"/> | Married | <input type="checkbox"/> |
| | | | Other | <input type="checkbox"/> |

2. Do you have a disability?

- Yes
- No

If "Yes", what is the nature of your disability?

.....

.....

Candidate Details:

Full Name:

Post Applied for:

Date:



TRAINING AGREEMENT

In consideration of the training which I will be receiving on site (name of site) I agree to remain employed by *Systematic Security Services Ltd* for a minimum period of one year after completion of the training.

This training will be for ... days and end on (date) and if I leave my employment at any time, for any reason, including dismissal, before the end of (above date plus one year) I undertake to refund to my employer a proportion based on the following scale:

Less than 3 months after completion of training	100%
3 months but less than 6 months after completion of training	75%
6 months but less than 9 months after completion of training	50%
9 months but less than 12 months after completion of training	25%

In the event of my failure to pay I agree that my employer has the right as an express term of my Contract of Employment to deduct any outstanding amount due under this agreement from my salary or any other payments due to me on the termination of my employment in accordance with the legislation currently in force.

I am also aware that funding can be withdrawn and I would have to repay the full amount received, save for exceptional circumstances discussed and agreed with the Operations Manager, if I:

- Fail to take the relevant examinations;
- Do not make satisfactory progress in my studies e.g. failure to attend lectures; non-completion of coursework;
- Discontinue the course before completion.

Employee signature

Employee name (print)

Date

NEW EMPLOYEE FORM

TO BE COMPLETED BY EMPLOYEE			
Mr / Mrs / Miss / Ms / Other			
Surname		First Names	
Address			
Bank Account Details		Bank	Account No: Sort Code:
Email			
Date of Birth			
Marital Status			
National Insurance Number			
Starter Declaration		Please tick one of the following three statements: <ul style="list-style-type: none"> <input type="checkbox"/> This is my first job since the start of the tax year (5th April) <input type="checkbox"/> I have had another job since the start of the tax year, but this is now my only job <input type="checkbox"/> I currently have another job or pension 	
Student Loans		<input type="checkbox"/> I make student loan repayments through payroll	
P45		<input type="checkbox"/> I attach a copy of my P45 from my previous employer	
Signature			
Date			
<p>Please note, if there are any changes to the above information. A change in details form MUST be sent (with proof) to admin@systematicsecurity.co.uk.</p> <p>Failure to do so may result in delayed payments.</p>			

TO BE COMPLETED BY SYSTEMATIC SECURITY LTD	
Start Date	Weekly Number of Working Hours
Salary	£ _____ per hour / day / week / month
Notes:	

PRIVATE AND CONFIDENTIAL: APPLICATION FOR EMPLOYMENT (SEC-03)

Note: Please Provide Copies of Following Documents.

- SIA Licence
- Passport
- Visa
- Work Permit
- Driving Licence
- P45 (If applicable)
- Passport Size Picture
- 2 proofs of address
- Proof of N.I number (card/letter)