

It is important that you complete this form accurately in black ink or type using BLOCK CAPITALS. If any entry is not applicable to you please answer "N/A". Your application will be judged solely on your personal merit and on how you complete this form. Pagoda Security & Facilities Management Ltd. is an Equal Opportunities Employer.

FAILURE TO COMPLETE THIS FORM CORRECTLY WILL DELAY YOUR APPLICATION.

Personal Details:

Mr / Ms / Miss / Mrs / Other

Surname: _____

Forenames(s): _____

Previous Surname (including Maiden name): _____

Nationality: _____ Place of birth: _____

Address: _____

Post Code: _____

How long have you lived at this address? Years: _____ Months: _____

If you have lived at this address for less than 5 years please list all your addresses to cover this time period.

Tel: Home: _____ Mobile: _____

Email Address: _____

In an Emergency Contact: _____ Tel: _____ Relationship: _____

Do you have a driving license? (FULL / PROVISIONAL / NONE)

Details of current endorsements (if any): _____

NI Number: _____ or Unique Tax Reference No. (UTR) _____



Please do not complete the bank details below. We will only need them once we have offered you a position

Bank Account No:

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Name of Bank: _____ Name on Account: _____

Education & Training:

Are you a student at present? Yes No If Yes, are you Full-time? Part-time?

Please give your SIA Licence No and Expiry Date:

Licence No. _____

Expiry: _____/_____/_____

Please detail all qualifications including vocational courses. E.g. Door Supervisor Licence Courses, First Aid certificates, Licensees Certificates, etc.

| Secondary Schools, Colleges, Universities and Training Establishments attended. | Dates | | Qualifications gained or pending (Please state subject or level) |
|---|---------------------------------|---------------------------------|--|
| | From | To | |
| _____ _____ _____ Tel No: _____ | Month: _____ Year: _____ | Month: _____ Year: _____ | _____ _____ _____ |
| _____ _____ _____ Tel No: _____ | Month: _____ Year: _____ | Month: _____ Year: _____ | _____ _____ _____ |

If you have non-vocational experience/skills, which may be relevant to your application please detail them below.

Medical History:

Do you suffer from, or have been diagnosed with: -

- Heart condition/Angina Yes/No
- Asthma/Bronchitis Yes/No
- Epilepsy Yes/No
- Diabetes Yes/No
- Fainting/Blackouts Yes/No

If you have any other medical condition that may affect your ability to perform a security role or which may require special adjustments, please detail them below

Work History:

- The security screening process requires us to verify **your last FIVE years Employment/Unemployment history**.
- Please complete all periods for at least the last five years or from when you left secondary education.
- **DO NOT LEAVE ANY GAPS** even if you have not been living in the United Kingdom.

PLEASE FILL IN AS MUCH INFORMATION AS YOU CAN INCLUDING NAMES, ADDRESSES, CONTACT NUMBERS & EMAIL ADDRESSES

| Employers name, Address of company, Phone number and email if known | Job title | Employment Day/Month/Year | | Reason for leaving |
|---|-----------|------------------------------|----------------|-------------------------|
| | | From DD/MM/YY | To DD/MM/YY | |
| _____ _____ _____ Tel No: | | | | _____ _____ _____ |
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If necessary please continue on a separate sheet.

References:

Give the **name, address, contact number** and **email** (if known) of **two** people, from whom personal references may be sought.

The referees must have known you for at least 2 years, not be related to you, ex-employers, or living at the same address as you

Name: _____ Name: _____
Address: _____ Address: _____

Email _____ Email _____
Tel No: _____ Tel No: _____
Occupation: _____ Occupation: _____
How long known: _____ How long known: _____
Relationship to you: _____ Relationship to you: _____

If you have been self-employed or have gaps in your employment history, give the details of two persons, other than Personal References shown above, who can confirm this for example, preferably Solicitor, Accountant, Companies with whom you have traded.

Name: _____ Name: _____
Address: _____ Address: _____

Email _____ Email _____
Tel No: _____ Tel No: _____
Occupation: _____ Occupation: _____
How long known: _____ How long known: _____

We are unable to offer employment until references are returned to us so please try and supply email addresses if possible.

WORKING TIME REGULATIONS 1998 – VOLUNTARY OPT-OUT**1. Definitions**

1.1. In this Agreement the following definitions apply:

‘Working Week’ means an average of 48 hours each week over a 17-week period (26 weeks where the work involves night work in the security or surveillance to protect property or individuals).

1.2. Unless the context requires otherwise, references to the singular include the plural and references to the masculine include the feminine and vice versa.

1.3. The headings contained in these Terms are for convenience only and do not affect their interpretation.

2. Restrictions

2.1 The Working Time Regulations 1998 provide that an Employee shall not work in excess of the Working Week unless he agrees in writing that this limit should not apply.

3. Consent

3.1 By Signing below the Employee hereby agrees that the Working Week limit shall not apply to his contract of employment with the Employer.

4. Withdrawal of consent

4.1 The Employee may end this agreement by giving the Employer one month’s notice in writing.

4.2 For the avoidance of doubt, any notice bringing this Agreement to an end shall not be construed as termination by the Employee of his contract of employment with the Employer.

4.3 Upon the expiry of the notice period set out in clause 4.1 the Working Week limit shall apply with immediate effect.

5. Governing Law

5.1 These Terms are governed by the law of England & Wales and are subject to the exclusive jurisdiction of the courts of England & Wales.

| |
|---|
| I voluntary agree to opt-out of the Working Times Regulations |
| Signature: |
| Print Name: |
| Date: |

Or

| | |
|---|------------|
| I do not want to opt out of the working Times Regulations | Signature: |
|---|------------|

Applicant Privacy Notice

Data controller: Pagoda Security & Facilities Management Ltd, Office Suite, King & Queen, 13-16 Marlborough Place, Brighton. BN1 1UB

Data protection officer: Simon Errey, hr@pagodasecurity.co.uk, 01273 916888

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;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- 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 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.

The organisation processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

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 HR and recruitment 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 a number of 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 or not your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact Simon Errey – hr@pagodasecurity.co.uk. 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.

CONSENT TO PROCESSING OF PERSONAL AND SENSITIVE PERSONAL DATA FOR THE PURPOSES OF SECURITY SCREENING

I hereby consent to and authorise Pagoda Security & Facilities Management Ltd ('the company') to perform a vetting service, including obtaining references and/or confirming the accuracy of the information contained in the Application for Employment for the duration of any applicable probationary period and subsequently in the event that any employment with the Company is confirmed.

| | |
|-----------|--|
| Signature | |
| Date | |

or

If you do not consent to the company obtaining references/confirming accuracy of the information contained in the application form please sign below:

| | |
|-----------|--|
| Signature | |
| Date | |