

Please read the **Applicant Privacy Notice** on pages 8 – 9 of this application before completing this form

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 Training 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: \_\_\_\_\_ Mobil \_\_\_\_\_

Email Address: \_\_\_\_\_

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

Categories listed on your licence \_\_\_\_\_

NI Number: \_\_\_\_\_ or Unique Tax Reference No. (UTR) if self employed \_\_\_\_\_



**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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 Sort Code: 

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Name of Bank: \_\_\_\_\_ Name on Account: \_\_\_\_\_

**Emergency Contact:**

In an emergency please contact: \_\_\_\_\_

Home Tel: \_\_\_\_\_ Mobile \_\_\_\_\_

Email: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

**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 date: \_\_\_\_\_

**Please detail all qualifications including vocational courses. E.g. 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:	_____ _____ _____

Please list details of all cautions or convictions for criminal offences, including motoring offences and pending actions

Please list details of all bankruptcy proceedings, court judgements (including satisfied) and financial judgements in the civil court made against you, plus any individual voluntary arrangements with creditors within the last 5 years

**Medical History**

If you have any medical condition that may affect your ability to perform a security role or which may require special adjustments, please detail them below e.g. diabetes, black outs, asthma etc

**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		Reason for leaving
		From DD/MM/YY	To DD/MM/YY	
<b>1. Current employers name</b> _____ Address of company _____ Email _____ Tel No:				
I hereby confirm that you can contact my current employer (please note that we will need to contact them once employment has been offered)	YES / NO			
<b>2. Employers name</b> _____ Address of company _____ Email _____ Tel No:				
<b>3. Employers name</b> _____ Address of company _____ Email _____ Tel No:				

<p>4. Employers name</p> <p>_____</p> <p>Address of company</p> <p>_____</p> <p>email</p> <p>_____</p> <p>Tel No:</p>				
<p>5. Employers Name</p> <p>Address</p> <p>_____</p> <p>email</p> <p>_____</p> <p>Tel No.</p>				

**We need a full 5 years history - If necessary, please continue on sheet at the end of the form**

**References if self-employed:**

If you have been self-employed or have gaps in your employment history, give the details of two people who can confirm this, for example, Solicitor, Accountant, trade contact or client. We will also need to see evidence of your Unique Tax Reference (UTR) Number provided by the HMRC.

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.**

**DECLARATIONS**

I understand that employment with this company is subject to references and screening in accordance with BS 7858.

I confirm that the information I have provided on my application is true and complete to the best of my knowledge. I understand and agree that I will be subject to any or all of the following checks:

- Address check
- Financial probity check which the company will retain on file
- ID verification checks
- Academic/professional qualification check
- Employment history, including any periods of unemployment/self-employment and any gaps
- Criminal background check

I authorize the company or its agents to approach government agencies, former employers, educational establishments, for information relating to and verification of my employment or unemployment history, a consumer information search and ID check with a credit reference agency, which will keep a record of those searches in line with current legislation.

I further declare that any documents that I provide as proof of my identity, proof of address, and any other documents that I provide are genuine and that any falsified documents may be reported to the appropriate authority. I understand that it may be a criminal offence to attempt to obtain employment by deception and that any misrepresentation, omission of a material fact or deception will be cause for immediate withdrawal of any offer of employment.

I accept that I may be required to undergo a medical examination where requested by 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 understand that any false statement or omission to the company or its representatives may render me liable to dismissal without notice.

By signing this declaration, I agree that I have provided complete and true information in support of the application and that I understand that knowingly making a false statement for this purpose is a criminal offence.

**Please sign to confirm you agree to the above processing terms:**

SIGNATURE: .....

PRINT NAME: .....

DATE: .....

**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 voluntarily 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:
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## Applicant Privacy Notice

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

**Data protection officer:** Simon Errey, [hr@pagodasecurity.co.uk](mailto: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](mailto: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.

**Deductions from Pay Agreement**

- 1) If you are overpaid for any reason, the total amount of the overpayment will normally be deducted from your next payment but if this would cause hardship, arrangements may be made for the overpayment to be recovered over a longer period.
- 2) If you arrive for work more than one hour late without having previously notified us, other arrangements may have been made to cover your duties and you may be sent off the premises for the remainder of the day without pay.
- 3) Lateness or absence may result in disciplinary action and/or loss of appropriate payment.
- 4) If there is a temporary shortage of work for any reason, we will try to maintain your continuity of employment even if this necessitates placing you on short time working, or alternatively, lay off. If you are placed on short time working, your pay will be reduced according to time actually worked. If you are placed on lay off, you will receive no pay other than statutory guarantee pay.
- 5) If you are an allocated key fob holder, you must ensure that all procedures and guidelines are followed when securing the building prior to leaving. Any security measure such as the key fob must be kept safe at all times. You must not give the key fob to any third party unless authorisation is obtained from your Line Manager. Any loss or damage caused as a result of your failure to follow procedures or your negligence in ensuring the safekeeping of the key fob will result in disciplinary action which could lead to your summary dismissal. This does not relate to zero – hours employees.

We also reserve the right to deduct the cost of any loss, repair or replacement from any monies owing to you.

- 6) The Company provides tools necessary to carry out your duties. You should keep these in good repair and take all reasonable steps to ensure that they are secure at all times. You must report any lost, damaged or mislaid tools to your Line Manager. You must return all Company tools upon termination of employment by either party. Failure to return tools, or any loss or damage suffered as a result of your negligence, will result in a deduction to cover the cost of the tools being made from monies due to you.
- 7) Any damage to vehicles, stock or property that is the result of your carelessness, negligence or deliberate vandalism will render you liable to pay the full or part of the cost of repair or replacement;

Any loss to us that is the result of your failure to observe rules, procedures or instruction, or is as a result of your negligent behaviour or your unsatisfactory standards of work will render you liable to reimburse to us the full or part of the cost of the loss; and

In the event of an at fault accident whilst driving one of our vehicles you may be required to pay the cost of the insurance excess up to a maximum of £1500.

In the event of failure to pay, such costs will be deducted from your pay.

- 8) If you arrive for work and, in our opinion, you are not fit to work, we reserve the right to exercise our duty of care if we believe that you may not be able to undertake your duties in a safe manner or may pose a safety risk to others, and send you away for the remainder of the day with or without pay and, dependent on the circumstances, you may be liable to disciplinary action.
- 9) The Company mobile phones are to be used for business purposes only. No personal use is permitted. Therefore any unauthorised personal use may be repayable by the employee and may result in disciplinary action in accordance with our procedures. The Company reserves the right to deduct the appropriate sums from your pay in the event that repayments are not made.

- 10) If you terminate your employment without giving or working the required period of notice, as indicated in your individual Statement of Main Terms of Employment, you will have an amount equal to any additional cost of covering your duties during the notice period not worked deducted from any termination pay due to you. This is an express written term of your contract of employment. You will also forfeit any contractual accrued holiday pay due to you over and above your statutory holiday pay, if you fail to give or work the required period of notice.
- 11) On the termination of your employment you must return all our property which is in your possession or for which you have responsibility. Failure to return such items will result in the cost of the items being deducted from any monies outstanding to you. This is an express written term of your contract of employment.
- 12) Upon termination of your employment you will be required to return any uniform which has been provided to you. There will be a £30 deposit deducted from your first month's wages to cover any uniform supplied. We will ensure that you always receive no less than the National Minimum Wage/National Living Wage.
- 13) On termination of your employment you must return any Company vehicle in your possession to our premises. Failure to return the vehicle will result in the cost of its recovery being deducted from any monies outstanding to you. This is an express written term of your contract of employment.
- 14) We will not be held responsible for any fines (e.g. parking, speeding, etc) incurred by you whilst working for us. If we receive the summons on your behalf, we may pay the fine and deduct the cost from any monies owing to you.
- 15) Personal use is not permitted under any circumstances. Misuse of the Company fuel card and/or failure to comply with Company procedures will result in disciplinary action, which may result in your dismissal. You will be required to reimburse us the cost of any unauthorised expenditure. In the event of failure to pay, we have the contractual right to deduct such costs from your pay.

**I have read and I understand the above terms. I agree that they form part of my Contract of Employment.**

<b>SIGNATURE:</b>	_____
	Employee
<b>NAME</b>	_____
<b>DATE:</b>	_____

**Please Use this sheet to continue answers where you have run out of space**