



UK STAR SECURITY LTD

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APPLICATION FORM

Position applied for:

Please **answer all questions** in **BLOCK CAPITALS** in your own handwriting and **using black ink**. If a question or section does not apply to you, insert 'NO' or 'N/A'

Consent for job applicants

The General Data Protection Regulation (GDPR) regulates the way that we manage the data of job applicants. Under GDPR, we need your consent for us to keep your data.

Providing consent

The Company is committed to complying with the GDPR with regard to processing your data. If you give consent, it must be:

- freely given
- specific
- informed
- unambiguous.

Data protection principles

In relation to your personal data, we will:

- process it fairly, lawfully and in a clear, transparent way
- collect your data only for reasons that we find proper for the course of your employment in ways that have been explained to you
- only use it in the way that we have told you about
- ensure it is correct and up to date
- keep your data for only as long as we need it
- process it in a way that ensures it will not be used for anything that you are not aware of or have consented to (as appropriate), lost or destroyed

Types of data we process

We hold many types of data about you, including:

- your personal details including your name, address, date of birth, email address, phone numbers
- your photograph
- gender
- marital status
- whether or not you have a disability
- information included on your CV including references, education history and employment history
- documentation relating to your right to work in the UK
- driving licence

Special categories of data

Special categories of data are data relating to your:

- health
- sex life
- sexual orientation

- race
- ethnic origin
- political opinion
- religion
- trade union membership and
- genetic and biometric data.

We must process special categories of data in accordance with more stringent guidelines. Most commonly, we will process special categories of data when the following applies:

- you have given explicit consent to the processing
- we must process the data in order to carry out our legal obligations
- we must process data for reasons of substantial public interest
- you have already made the data public.

We will use your special category data:

- for the purposes of equal opportunities monitoring

Criminal conviction data

We will only collect criminal conviction data where it is appropriate given the nature of your role and where the law permits us. This data will usually be collected at the recruitment stage, however, may also be collected during your employment should you be successful in obtaining employment. We use criminal conviction data in the following ways:

- to ensure the suitability of the applicant for the role
- for reasons of substantial public interest

Why we process your data

The law on data protection allows us to process your data for certain reasons only:

- in order to perform the employment contract that we are party to
- in order to carry out legally required duties
- in order for us to carry out our legitimate interests
- to protect your interests and
- where something is done in the public interest.

All of the processing carried out by us falls into one of the permitted reasons. Generally, we will rely on the first three reasons set out above to process your data.

We need to collect your data to ensure we are complying with legal requirements such as:

- carrying out checks in relation to your right to work in the UK and
- making reasonable adjustments for disabled employees.

We also collect data so that we can carry out activities which are in the legitimate interests of the Company. We have set these out below:

- making decisions about who to offer employment to
- making decisions about salary and other benefits
- assessing training needs
- dealing with legal claims made against us

Sharing your data

Your data will be shared with colleagues within the Company where it is necessary for them to undertake their duties with regard to recruitment. This includes, for example, the HR department, those in the department where the vacancy is who responsible for screening your application and interviewing

you. In some cases, we will collect data about you from third parties, such as employment agencies.

Your data will be shared with third parties if you are successful in your job application. In these circumstances, we will share your data in order to *obtain references as part of the recruitment process/obtain a criminal records check*. We do not share your data with bodies outside of the European Economic Area.

If you do not provide your data to us

One of the reasons for processing your data is to allow us to carry out an effective recruitment process. Whilst you are under no obligation to provide us with your data, we may not be able to process, or continue with, your application.

Employee declaration

- I am giving my consent to the Company to use my data as indicated above
- I understand that I am not required to give consent to the Company's use of my data in the ways set out in this form. Where I have done so, I have done so of my own free will
- I understand the ways in which the Company wishes to use my data as set out above
- I understand there will be no repercussions if I refuse to give consent in this form.
- I know that I can withdraw my consent at any time.

This information will be kept for a period of *3 months if unsuccessful or if employed 6 years following termination of employment*.

Signed:

Dated:

TITLE: Mr / Mrs / Miss / Ms (<i>circle</i>)		SURNAME:	
Surname at Birth: (if different from above)		FORENAMES:	
Date of Birth:	Nationality:		
Place of Birth:	Date and Place of entry into the UK: (if applicable)		
Are you permitted to work in the UK? YES / NO	Work Permit expiry date: (if applicable)		
Address:	How long have you lived at your present address?		
Post Code:	If less than three years please give previous address/s		
Telephone No:	Mobile No:		
Email Address:			
Owner / Rented / with parents / lodging / other (<i>circle</i>)			
Previous Address: From:	To:	Previous Address: From:	To:
Post Code:		Post Code:	
National Insurance No:	Passport No:		

Person to contact in an emergency / next of Kin	Relationship of next of kin:
Name:	
Address:	Home Telephone No:
	Work Telephone No:
	Mobile Phone No:
Post Code:	Email Address:

DRIVING LICENCE			
Driving Licence. Full / Provisional / None	Licence No:	Car / Motorcycle	
Own Transport: YES / NO	Have you ever been disqualified from driving?	YES / NO	
Enter details of any motoring convictions or endorsements in the last 5 years			

OFFENCES, CAUTIONS AND CONVICTIONS

1. Have you ever been Cautioned by the Police? YES / NO
2. Have you ever been convicted, fined or had any order made against you by a Criminal, Civil or Military Court? YES / NO
3. Are you aware of any Police investigations in which you may be involved? YES / NO

If the answer to either question 1, 2 or 3 above is YES, give details:

NB. Disclosure is not required where there is a conviction to which the provisions of the Rehabilitation of Offenders Act 1974 applies. Failure to disclose an unspent conviction may result in summary dismissal. If you are unclear about any of these questions ask the interviewer.

FINANCIAL LIABILITIES

Have you any outstanding debts or attachments of earnings? YES / NO

If YES, give details

Have you ever been declared bankrupt / insolvent? YES / NO

If YES, give details

Are you the subject of any County Court proceedings? YES / NO

If YES, give details

SECONDARY EDUCATION RECORD

School attended:

From

To

Qualifications:

FURTHER EDUCATION RECORD

College / University attended:

From

To

Qualifications:

PERSONAL REFERENCES

Give the name and address of one person (not former employer or relatives) who has known you for **at least 2 years, within the last 5 and with who you have regular contact with**

Name:

How long known:

Address:

Tel No:

Email:

Post Code:

EMPLOYMENT REFERENCES

Please provide the name of a previous employer within the last 2 years. If not previously worked a professional person whom you have known for the last 2 years i.e. Teacher, Tutor, Doctor, Lawyer
Name: Address:

Telephone No:

Post Code:

Email Address:

SELF-EMPLOYMENT REFERENCES

If you have been self-employed, please give your accountants details and Unique Tax Reference No.
Name: Address:

Telephone No:

Post Code:

Email Address:

EMPLOYMENT RECORD

State **all periods** of **employment, unemployment and self-employment** for the **last 5 years or since leaving school.**

For any periods of **unemployment**, state the **address of the Unemployment Benefit Office** at which you reported.

Start with present situation.

Employers Details (BLOCK CAPITALS)	Employment / Self Employment Details	Dates DD/MM/YY	Office Use
Name: Address: Tel No.: Email:	Position Held: Work No.: Reporting To: Salary / Wage Per Week: Reason for Leaving:	From To	
Name: Address: Tel No.: Email:	Position Held: Work No.: Reporting To: Salary / Wage Per Week: Reason for Leaving:	From To	
Name: Address: Tel No.: Email:	Position Held: Work No.: Reporting To: Salary / Wage Per Week: Reason for Leaving:	From To	
Name: Address: Tel No.: Email:	Position Held: Work No.: Reporting To: Salary / Wage Per Week: Reason for Leaving:	From To	