

CONFIDENTIAL



**Integrated Visual Protection
Limited**

Application for Employment

CONFIDENTIAL

**ALL INDIVIDUALS HANDLING THIS INFORMATION ARE REQUIRED TO PROTECT IT
FROM UNAUTHORISED DISCLOSURE IN THE INTEREST OF THE SECURITY OF THE
COMPANY AND ITS CUSTOMERS.**

**HANDLING, STORAGE, REPRODUCTION AND DISPOSITION OF THE ATTACHED
DOCUMENT MUST BE IN ACCORDANCE WITH APPLICABLE COMPANY
PROCEDURES.**

Employment Application Form

Issued: 01/10/2023

Auth:
M. Eyles-Thomas**Please read this information carefully before completing this application form**

This application form is a very important part of the process of applying for a position of employment with Integrated Visual Protection Limited.

It is your Record of Personal Details and a legally binding document when signed. It will form part of your personnel file should you be successful in your application. Please see the Company Privacy Notice – Recruitment Specific (www.ivp.org.uk) for details of how we use your personal data.

Neatness, accuracy, and thoroughness is an essential part of the application process and may set two applicants apart if they are equally qualified.

On-line Applications

Integrated Visual Protection Limited do not accept online or electronic applications. Please print this form and complete it by hand following all of the instructions.

Queries & Questions

Should you have any queries or questions about the application process or if you need any reasonable adjustments made for or during an interview, please contact our Personnel Department on 0871 222 1233.

Authority

Within this form you will be asked to give your authority for Integrated Visual Protection Limited or an 'Approved body' (Screening Partner) to apply for and obtain personal information about you for the purposes of conducting screening checks in keeping with the requirements of British Standard 7858 (Screening of Individuals Working in a Secure Environment). Without this authority being signed the recruitment process cannot continue and your application shall be ceased with immediate effect.

Declarations

You are required to make a declaration that the information you have given in all parts of this form are a true and factual account of your work and personal history.

Where any statement or other information made by you within the document proves not to be true; Integrated Visual Protection Limited reserve the right to;

Prior to Employment: Discontinue the Recruitment Process without explanation.

During Employment: Terminate your employment in keeping with the Company's Disciplinary Code of Practice.

When completing this form:**DO**

Use **Black ink** throughout and write clearly in **CAPITAL LETTERS** only.

Ensure you complete all of the relevant sections.

Only write in the boxes where indicated.

Ensure that your employment history goes back a full five years accounting for any gaps with what you were doing. (i.e. travelling, unemployed, long term sickness etc.)

If you make a mistake when writing your details, put a line through the mistake and, if enough space remains in that field, clearly write the correct information alongside the mistake.

If there's not enough space, you must include the information on a continuation sheet referencing each entry in keeping with the section letter in the main application form.

Mark choices in the check boxes with a cross (X), and if you make a mistake when placing your cross, **you must** place a cross in the correct box and **circle the correct box**.

Be sure to sign & date your application where indicated, keeping all of your signature inside the relevant box.

Do Not

Write on any part of the form that does not indicate for you to do so. (i.e. where it says "Office Use Only")

Write outside of the boxes anywhere on the application form.

Place any stamps or stickers on the form, i.e. featuring addresses or dates.

Strike out a section of the form or state a field is not applicable. If it is not relevant to your application leave it blank.

Use Staples to attach any additional documents to this form.

Send copies of or original identity documents with this form, original documents should be brought with you to your interview for inspection and copying.

Use correction fluid or labels to cover mistakes.

Return the form to IVP by email. (Unless specifically requested to do so).

If you have any queries please contact our Personnel Department on 0871 222 1233.

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Employment Application Form			Issued: 01/10/2023		Auth: M. Eyles-Thomas																														
Section A: Position Information																																			
Managerial/ Adminstrative	<input checked="" type="checkbox"/>	Security/Mobile Patrol Officer:	<input checked="" type="checkbox"/>	Vehicle Tracking Officer:	<input checked="" type="checkbox"/>																														
How did you hear of this vacancy:		Dept for Work & Pensions	<input checked="" type="checkbox"/>	Word of Mouth/ Friend	<input checked="" type="checkbox"/>																														
				Newspaper	<input checked="" type="checkbox"/>																														
				ESD Engineer	<input checked="" type="checkbox"/>																														
				IVP Website	<input checked="" type="checkbox"/>																														
Section A1: Personal Information																																			
Title	Mr <input checked="" type="checkbox"/>	Mrs <input checked="" type="checkbox"/>	Miss <input checked="" type="checkbox"/>	Ms <input checked="" type="checkbox"/>	Other <input checked="" type="checkbox"/>																														
Surname																																			
Forename(s)																																			
Other Name(s) Used																																			
Address																																			
Town/City																																			
Post Code			Period At This Address (MM/YYYY)	From	<div><div>M</div><div>M</div><div>Y</div><div>Y</div><div>Y</div><div>Y</div></div>																														
Telephone			To		<div><div>M</div><div>M</div><div>Y</div><div>Y</div><div>Y</div><div>Y</div></div>																														
Mobile					IVP Personnel Department Use Only: <input checked="" type="checkbox"/> Verified																														
Email																																			
Place of Birth																																			
National Insurance No.	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	Married <input checked="" type="checkbox"/>	Single <input checked="" type="checkbox"/>	Divorced <input checked="" type="checkbox"/>	Widowed <input checked="" type="checkbox"/>																														
IVP are required to verify candidate's previous addresses going back five years. If you have not been at your current address for longer than five years, please give your previous address below.																																			
If the combination of time at the above address and your previous address is not longer than five years please submit further addresses until a five year period has been covered in full using the additional information section at the back of this form.																																			
Address																																			
Town/City																																			
Post Code	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	Date From:	<div><div>M</div><div>M</div><div>Y</div><div>Y</div><div>Y</div><div>Y</div></div>																																
IVP Personnel Department "Office Use Only"																																			
Current Year										Year One										Year Two															
D	N	O	S	A	J	J	M	A	M	F	J	D	N	O	S	A	J	J	M	A	M	F	J	D	N	O	S	A	J	J	M	A	M	F	J
Year Three										Year Four										Year Five															
D	N	O	S	A	J	J	M	A	M	F	J	D	N	O	S	A	J	J	M	A	M	F	J	D	N	O	S	A	J	J	M	A	M	F	J

Section B: Licensure

A Security Industry Authority Licence is required by any person working within a licensable sector, current licensable sectors are, Static Guarding, Keyholding, Public Space Surveillance (CCTV), Door Supervision, Cash and Valuables in Transit. If you need a licence for the role you are applying for this section MUST be completed. If not leave all fields blank and go to the next section.

Section B1: Industry Licensure

SIA Licence 1: Yes ☒ No ☒ Frontline ☒ Non Frontline ☒

Licence Number 1:

Licence 1 Expiry Date:

D

D

M

M

Y

Y

SIA Licence 2: Yes ☒ No ☒ Frontline ☒ Non Frontline ☒

Licence Number 2:

Licence 2 Expiry Date:

D

D

M

M

Y

Y

Licence Type

Security

PSS (CCTV)

Door Supervisor

Close Protection

CVIT (Cash & Valuables)

Vehicle Immobiliser

Key Holding

1

2

Has your SIA Licence Ever Been Revoked?

Yes

No

Reason:

Please note that a check shall be undertaken using the details you provide above on the 'Public' register of SIA Licensed Persons. By signing here you give your authority for this check to be undertaken by IVP Limited.

I accept that a check of the SIA Register shall be undertaken:

Section B2: Driving Licensure

If the role you are applying for requires you to drive a Company vehicle you MUST hold an appropriate driving licence for the class of vehicle you will be driving. Please complete the following section giving all of the details required. If you are not applying for a role that includes driving leave all fields blank and go to the next section.

Driving Licence

UK ☒ European ☒ International/Other ☒ Full ☒ Provisional ☒

Driver Number

Categories

Moped

Motorcycle

Light Car

Car

Medium Vehicle

Large Vehicle

Mini Buses

Buses

AM ☒

A1 ☒

B1 ☒

B ☒

C1 ☒

C ☒

D1 ☒

D ☒

P ☒

A2 ☒

B_{Auto} ☒

C1E ☒

CE ☒

D1E ☒

DE ☒

Q ☒

A ☒

BE ☒

f ☒ G ☒

H ☒ k ☒ I ☒ M ☒ n ☒

Licence Check Code

If the role you are applying for requires you to drive a Company vehicle a check of your current Driving Licence status is required. In order for us to do this you are required to visit: <https://www.gov.uk/view-driving-licence> You will need your Driving Licence No., National Insurance No. and Home Postcode. Select "Share Your Licence Information" and place the code in this box.

Please note that the code will appear in both upper and lower case letters. You must write these in the way that they are shown.

Section B2.1: Endorsements

Penalty Code

Court or Police Station Making Endorsement

Date: DD/MM/YY

Points

I:V:P
Integrated Visual Protection

Document Classification

Confidential When Completed

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Section C: Right to Work in the United Kingdom

It is a Criminal Offence under the Immigration, Asylum and Nationality Act 2006 for any Company to employ someone who is not allowed to work in the UK. As a responsible employer, IVP Limited has a duty to check potential workers' "Rights to Work Status", before we employ them.

IVP Limited has clear written procedures for the recruitment and selection of all workers based on equal and fair treatment for all applicants.

All job selections are made on the basis of the person's suitability for the post. IVP Limited never makes assumptions about a person's right to work or immigration status and shall always undertake relevant checks to ensure that only those who have the 'Right to Work' are employed. Prospective employees shall be given every opportunity to demonstrate this proof to the Company.

If a prospective worker's 'Rights to Work' cannot be established within a reasonable time frame the recruitment process shall be halted at the discretion of the Company.

Section C1: Evidence of Eligibility to Work in the United Kingdom

All applicants are required to indicate below their Country of Origin (Nationality)

UK National <input checked="" type="checkbox"/>	Non UK National <input checked="" type="checkbox"/>	Please indicate your Country of Origin
-------------------------------------------------	-----------------------------------------------------	----------------------------------------

Section C2: Leave to Enter or Remain in the United Kingdom

Have you been given "Leave to Enter or Remain" in the United Kingdom?	Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>
-----------------------------------------------------------------------	-----------------------------------------	----------------------------------------

If you have answered 'Yes' please indicate the type of 'Entrance' or 'Leave':	Time Limited <input checked="" type="checkbox"/>	Permanent <input checked="" type="checkbox"/>
-------------------------------------------------------------------------------	--------------------------------------------------	-----------------------------------------------

Section C3: "Settled Status"

Have you been given "Settled Status" in the United Kingdom?	Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>
-------------------------------------------------------------	-----------------------------------------	----------------------------------------

If you have answered 'Yes': Are you in possession of a valid Biometric Residence Permit?	Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>
------------------------------------------------------------------------------------------	-----------------------------------------	----------------------------------------

If you have answered 'No': How has this been communicated to you?	<input type="text"/>
-------------------------------------------------------------------	----------------------

If you have a valid Biometric Residence Permit does it have an expiry date?	Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>
-----------------------------------------------------------------------------	-----------------------------------------	----------------------------------------

If you have answered 'Yes': What is the date of expiry?	<input type="text"/>
---------------------------------------------------------	----------------------

Section C4: Proof of Rights to Work

If you are not a UK National, from the 6th April 2022 you are required to give proof of your right to work in the United Kingdom using the Government's online system. You can do this by obtaining a 'Share Code' from the HM Immigration and Visas Department. You can obtain your 'Share Code' online: www.gov.uk/prove-right-to-work

Please write your 'Share Code' here:	<input type="text"/>	Date Obtained:	<input type="text"/>
--------------------------------------	----------------------	----------------	----------------------

Remember that 'Share Codes' are only valid for 30 days, after this time, you will need to obtain another code if the Company has not checked your status in the 30 days following your original application.

Section C5: "Windrush Generation"

There are Government safeguards to ensure that those persons who have lived lawfully in the United Kingdom since before 1988 are not denied access to work. In some circumstances, it is recognised that individuals of what is known as the "Windrush Generation" may not be able to provide documentation from the acceptable document lists to demonstrate their entitlement to work in the United Kingdom. IVP Limited has procedures in place to ensure that applications from such individuals are handled in a fair manner and that all such applications shall be referred to the 'Windrush Assistance Team' at the Home Office.

Did you arrive and take up residence in the United Kingdom prior to 1973? (Windrush)	Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>
--------------------------------------------------------------------------------------	-----------------------------------------	----------------------------------------

Did you arrive and take up residence in the United Kingdom between 1973 and 1988?	Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>
-----------------------------------------------------------------------------------	-----------------------------------------	----------------------------------------

Section C6: Passport Details

Country of Issue

Passport Number

Restrictions or Endorsements?

Yes ☒

No ☒

Restriction/Endorsement

Passport Validity

Issue Date

D

D

M

M

Y

Y

Y

Y

Expiry

D

D

M

M

Y

Y

Y

Y

IVP Office Use Only:

Additional AWA/SAWS/Work/Residence Permit or ECS Check Required?:

Yes ☒

No ☒

Section C7: Documentary Proof of Your Identity and Your Right to Work in the United Kingdom

All applicants must provide physical proof of identity and that they are entitled to work in the United Kingdom, please indicate from the following Lists which ‘Original’ documents you intend to provide. You should provide these documents at interview. *(Do not send these documents to us)*. See the Combination Routes shown below for guidance.

Route 1: PREFERRED ROUTE	Route 2: Only if Route 1 cannot be achieved	Route 3: Only if Routes 1&2 cannot be achieved
<div>The applicant must be able to show:</div> <div><div>❖ 1 Document from Group 1, plus</div><div>❖ 2 Further documents from either Group 1 or Group 2A or 2B below.</div></div> <div>At least one of these documents must show the applicants address.</div>	<div>If the applicant does not have any of the documents in Group 1 then they must be able to show:</div> <div><div>❖ 1 Document from Group 2A, plus</div><div>❖ 2 Further documents from either Group 2A or 2B below.</div></div> <div>At least one of these documents must show the applicants address.</div>	<div>Route 3 can only be used if it is impossible to provide the documents in Routes 1&2. For Route 3 the applicant must be able to show:</div> <div><div>❖ A birth certificate</div><div>❖ 1 Document from Group 2A</div><div>❖ 3 Further documents from Group 2A or 2B</div></div> <div>At least one of these documents must show the applicants address.</div>

Group 1: Primary Identity Documents	Notes
<div><input type="checkbox"/> Passport</div> <div><input type="checkbox"/> Biometric Residence Permit</div> <div><input type="checkbox"/> Current Driving Licence – Photo Card (Full or Provisional)</div> <div><input type="checkbox"/> Birth Certificate – Issued within 12 months of birth</div> <div><input type="checkbox"/> Adoption Certificate</div>	<div>Any Current and Valid Passport</div> <div>UK</div> <div>UK, Isle of Man and Channel Islands</div> <div>UK, Isle of Man and Channel Islands – including those issued by UK Authorities overseas, e.g. Embassies, High Commissions and HM Forces</div> <div>UK, Isle of Man and Channel Islands.</div>

Group 2A: Trusted Government Documents	Notes
<div><input type="checkbox"/> Current Valid Driving Licence Photo Card (Full or Provisional)</div> <div><input type="checkbox"/> Birth Certificate – issued after time of birth</div> <div><input type="checkbox"/> Marriage/Civil Partnership Certificate</div> <div><input type="checkbox"/> HM Forces ID Card</div> <div><input type="checkbox"/> Firearms Licence</div>	All Countries Outside the EU (Excluding the Isle of Man and Channel Islands) UK, Isle of Man and Channel Islands UK and Channel Islands UK UK, Channel Islands and the Isle of Man

Group 2B: Financial and Social History Documents	Notes	Issue Date & Validity
<div><input type="checkbox"/> Mortgage Statement</div> <div><input type="checkbox"/> Bank or Building Society Statement</div> <div><input type="checkbox"/> Bank/Building Society Account Opening Confirmation Letter</div> <div><input type="checkbox"/> Credit Card Statement</div> <div><input type="checkbox"/> Financial Statement, e.g. Pension or Endowment</div> <div><input type="checkbox"/> P45 or P60 Statement</div> <div><input type="checkbox"/> Council Tax Statement</div> <div><input type="checkbox"/> Work Permit or Visa</div> <div><input type="checkbox"/> Letter of Sponsorship from Future Employment Provider</div>	UK UK and Channel Islands UK UK UK UK and Channel islands UK and Channel islands UK Non-UK or Non-EEA – Valid Only for Applicants Living Outside of the UK at the Time of Application	Issued in last 12 months Issued in last 3 months Issued in last 3 months Issued in last 3 months Issued in last 12 months Issued in last 12 months Issued in last 12 months Valid up to expiry date Must still be valid
<div><input type="checkbox"/> Utility Bill</div> <div><input type="checkbox"/> Benefit Statement e.g. Child Benefit, Pension etc.</div> <div><input type="checkbox"/> Central or Local Government, Government Agency, or Local</div> <div><input type="checkbox"/> Council Document Giving Entitlement, e.g. From the DWP, Employment Service, HMRC.</div> <div><input type="checkbox"/> Cards carrying the ‘PASS’ Accreditation Logo.</div> <div><input type="checkbox"/> Letter from Head Teacher or College Principal.</div>	UK – Not Mobile Telephone Bill UK UK and Channel Islands - UK, Isle of Man and Channel Islands UK – for 16-19 year olds in full time education – Only used in exceptional circumstances if other documents cannot be provided.	Issued in last 3 months Issued in last 3 months Issued in last 3 months Must still be valid Must still be valid Must still be valid

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Section D: IMPORTANT INFORMATION

General

For the purpose of applicable Data Protection legislation (including but not limited to the General Data Protection Regulation (Regulation (EU) 2016/679) (the "GDPR"), the Company is responsible for your personal data supplied to us. Our Privacy Policy and Privacy Notice – Recruitment can be found on our website www.ivp.org.uk

In completing Sections A to C you have provided IVP Limited with basic Personal Details for the purposes of registering them with the Company for the purposes of obtaining employment.

We have asked for SIA & Driving Licensure details as these are legally required to either undertake "Licensable Activity" in the Private Security Industry, and/or drive a "Motor Vehicle" on the road in the United Kingdom. You have then been asked to give us details of your 'Right to Work' in the UK legally.

If your application is in response to a particular vacancy; in order that we can provide the best possible employment opportunities that are tailored to you, we shall need to process further information about you.

We only ask for details that will genuinely assist IVP Limited to process your application in keeping with British Standard 7858:2019; that requires us to undertake background checks about your past. You will be working in a secure environment that requires a high level of personal integrity and the Company requires that it has a high level of confidence in that integrity.

Where appropriate and in accordance with the relevant Employment and Data Protection Regulations and requirements, we shall, after you start working for us, collect information related to your health: This is to help keep you safe whilst at work in case you have an illness or disability we need to know about.

It is recognised that you may choose from your own volition to share other relevant information with us.

Data Sharing

In order to provide you with employment it is necessary for us to share your personal data with our third party screening Company (independent data controllers) who will be engaged to verify the data you have submitted to us.

There may also be circumstances where disclosure is required or permitted by law (such as to government bodies and law enforcement agencies). As an example, we are under an obligation to report pay details of all employees to HM Revenue and Customs for the purposes of income taxation.

Generally, we will process your information within IVP. There may be occasions where we use other third parties to process your information on our behalf. In such situations these third parties will be under strict contract and they will not be permitted to use your information for any other purpose.

How long will we keep your data?

IVP will only retain information for as long as necessary for the relevant activity. This may be determined by legislation or a decision as to what we consider necessary for the business based on a number of factors.

If you have not been employed by us, your data will only be retained for 12 months from when it was received after which time it shall be destroyed securely. If you are employed by us, in keeping with various Acts of Parliament your data will be retained for the maximum period (Seven-years) after you leave.

Confirmation of Privacy Policy Acceptance

By continuing past this page you agree that you wish to submit your personal data to Integrated Visual Protection Limited for the purposes of your suitability for employment being assessed:

I agree and wish to continue
with my application



I disagree and wish to stop my application
and want any data you have to be deleted



Signed



Information
Expertise
Compliance

Unit 4 Stirlin Court
Saxilby Enterprise Park
Saxilby, Lincoln
LN1 2LR
Tel: 0800 999 7858 **Fax:** 015220246400
Email: screening@7858.co.uk

Consent

Declaration

I certify that to the best of my knowledge, the information that I have given in this application is true and complete and understand that any false statement or omission to National Security Screening Agency Limited or its agents 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 Declarations Act 1835 in confirmation of previous employment or unemployment.

I authorise National Security Screening Agency Limited 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 further declare that any documents that I provide as proof of my identity, proof of address, proof of right to work and any other documents that I provide are genuine and give my consent for these documents to be examined under a UV scanner or similar device. I acknowledge that any falsified documents may be reported to the appropriate authority.

Disclosure

You are applying for a position of trust and we may be asked to apply for a criminal record disclosure for you. However, having a criminal record does not necessarily bar you from employment. For more information ask us for a copy of the DBS Code of Practice/Disclosure Scotland and/or our client's policy statement regarding ex-offenders.

Screening

Any offer of employment is subject to satisfactory screening, you have given your consent to being screened and you will provide additional information as required for this screening. By proceeding with this application, you are giving us consent to collect, use and store your information as described. Please check here ☐ to confirm that you have read our Privacy Notice and to confirm your consent for NSSA to proceed with your screening application.

Signed: _____

Date _____

Name: _____

We would like to send you information about our own products and services by post, telephone, email and SMS. If you agree to being contacted in this way please tick the relevant boxes.

Post ☐ Email ☐ Phone ☐ SMS ☐

Employment Application Form

Issued: 01/10/2023

Auth:
M. Eyles-ThomasSection F: Education *(if within the last five years)*

Name of Establishment									
Address									
Town/City		Period of Education	From	M	M	Y	Y	Y	Y
Post Code			To	M	M	Y	Y	Y	Y
Name of Establishment									
Address									
Town/City		Period of Education	From	M	M	Y	Y	Y	Y
Post Code			To	M	M	Y	Y	Y	Y

Section F1: Educational Qualifications *(If within the last five years)*

Educational Subject:	Grade/Award/Degree:

If you do not have enough space for your educational qualifications, please use the continuation page.

Important Note:

To enable either IVP or our Screening Partner access to your personal data for the purposes of obtaining personal and vocational references from your previous employers it is a requirement that you give your authority using the 'Candidate Declaration Form' on page 6 in order that this data can be released to us in a timely fashion.

Without this declaration your screening cannot be undertaken and the employment process shall stop.

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Auth:
M. Eyles-Thomas

Section G: Employment History

The screening process requires that we verify your employment history for a period of five (5) years or back to school, whichever is the soonest. For high security roles the screening period may be extended to ten (10) years or back to school, whichever is the soonest. If this is the case we shall stipulate this in the job advertisement.

Please give details of your employment history. Identify in the spaces provided ALL periods of Employment, Self Employment, Registered or Unregistered Unemployment, Military Service and Part Time Work. Be sure to complete all sections giving FULL postal addresses and contact names going back five (5) years (unless otherwise stipulated).

Should you wish us not to make contact with your current employer place a cross in this box. ☒ You must, however, provide evidence that you are currently engaged with them, (i.e. Wage slips, Contract of Employment etc.) Should you be offered employment with Integrated Visual Protection Limited we will require a reference from your current employer.

Please detail your work history starting with your most recent Position/Company/Circumstances.

IVP Personnel Department "Office Use Only"

Current Year												Year One												Year Two											
D	N	O	S	A	J	J	M	A	M	F	J	D	N	O	S	A	J	J	M	A	M	F	J	D	N	O	S	A	J	J	M	A	M	F	J

Year Three												Year Four												Year Five											
D	N	O	S	A	J	J	M	A	M	F	J	D	N	O	S	A	J	J	M	A	M	F	J	D	N	O	S	A	J	J	M	A	M	F	J

Section G1: Employers/Activity (Please include dates of unemployment even if you were not claiming benefits)

Start with your current or most recent employment/activity

Company/ Organisation												
Address												
Town/City												
Post Code												
Telephone:												
Position Held												
Reason for Leaving												

Period of this employment

From

To

Contact Email:

Continue with the previous employment/activity

Company/ Organisation												
Address												
Town/City												
Post Code												
Telephone:												
Position Held												
Reason for Leaving												

Period of this employment

From

To

Contact Email:

Employment Application Form

Issued: 01/10/2023

Auth:
M. Eyles-ThomasSection G1: Employers *(Continued)*

Company/ Organisation									
Address									
Town/City		Period of this employment	From	M	M	Y	Y	Y	Y
Post Code			To	M	M	Y	Y	Y	Y
Telephone:		Contact Email:							
Position Held									
Reason for Leaving									
Company/ Organisation									
Address									
Town/City		Period of this employment	From	M	M	Y	Y	Y	Y
Post Code			To	M	M	Y	Y	Y	Y
Telephone:		Contact Email:							
Position Held									
Reason for Leaving									
Company/ Organisation									
Address									
Town/City		Period of this employment	From	M	M	Y	Y	Y	Y
Post Code			To	M	M	Y	Y	Y	Y
Telephone:		Contact Email:							
Position Held									
Reason for Leaving									

If you cannot account for a full five years with five activities or employers please use the continuation sheet on the back page.

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Auth:
M. Eyles-Thomas

Section H: Service Other Than Civilian Employment

Please indicate in the relevant boxes any service in the Armed or Emergency Services, or any service with HM Government

Section H1: Service Records (Armed Forces/Emergency Services/HM Government/Voluntary Organisations)

Military Service

Army	<input checked="" type="checkbox"/>	Regiment/Unit	<input type="text"/>		
Royal Navy	<input checked="" type="checkbox"/>	Rank Attained	<input type="text"/>		
Royal Marines	<input checked="" type="checkbox"/>	Service Number	<input type="text"/>		
Royal Air Force	<input checked="" type="checkbox"/>	Conduct Record	<input type="text"/>		
Territorial Army	<input checked="" type="checkbox"/>				
Serving Details:		From	<input type="text"/>	To	<input type="text"/>

Emergency Service

Police	<input checked="" type="checkbox"/>	Stationed	<input type="text"/>		
Fire Service	<input checked="" type="checkbox"/>	Position/Role	<input type="text"/>		
Ambulance Trust	<input checked="" type="checkbox"/>	Reference No.	<input type="text"/>		
HM Coastguard	<input checked="" type="checkbox"/>				
R.N.L.I.	<input checked="" type="checkbox"/>	If this role is current do you undertake on-call duties?	Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>		
Serving Details:		From	<input type="text"/>	To	<input type="text"/>

Government Service

Local Government	<input checked="" type="checkbox"/>	Agency/Unit	<input type="text"/>		
National Government	<input checked="" type="checkbox"/>	Department	<input type="text"/>		
Managerial	<input checked="" type="checkbox"/>	Position/Role	<input type="text"/>		
General	<input checked="" type="checkbox"/>				
Technical	<input checked="" type="checkbox"/>	Clearance Level	<input type="text"/>		
Serving Details:		From	<input type="text"/>	To	<input type="text"/>

Voluntary Service

Name of Organisation	<input type="text"/>
Position in Organisation	<input type="text"/>
Membership/Involvement:	From <input type="text"/> To <input type="text"/>

Reserve Status

Are you liable to recall or short notice activation as part of a civil emergency/military response?

Yes ☒ No ☒

Military Reserve



Emergency Service Responder



Employment Application Form

Issued: 01/10/2023

Auth:
M. Eyles-Thomas

Section I: Personal Referee Information

All applicants are required to provide the details of two referees with personal knowledge of you, from whom we can obtain a written character reference.

In keeping with the General Data Protection Regulations a copy of your candidate declaration shall be sent to your personal referees to prove your consent to their release of personal information about you.

You must notify them that they will be contacted by either Integrated Visual Protection Limited or its approved screening partner.

The referee will be asked to confirm their relationship with you and that they have known you for a minimum period of two years prior to the application date.

Personal referees cannot be previous employers, relatives (by blood or marriage) and/or persons residing at the same address as you.

Section I1: Personal Referee Information (1)

Title

Surname

Forename(s)

Address

Post Code

Telephone

Mobile

Email

Relationship

How long
have they
known you?

Since

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Have you told this person of your application to Integrated Visual Protection Limited and that they will be contacted and asked to provide a character reference on your behalf?

Yes ☒ No ☒

Section I1: Personal Referee Information (2)

Title

Surname

Forename(s)

Address

Post Code

Telephone

Mobile

Email

Relationship

How long
have they
known you?

Since

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Have you told this person of your application to Integrated Visual Protection Limited and that they will be contacted and asked to provide a character reference on your behalf?

Yes ☒ No ☒

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Section J: Cautions, Convictions & Civil Court Judgements and Criminal Records Checks

Subject to the provisions of the Rehabilitation of Offenders Act 1974 [6], all applicants are required to declare any cautions or convictions for criminal offences. This includes motoring, but excludes parking, offences.

Applicants are further required to give details of all bankruptcy proceedings and court judgements (including satisfied judgements), financial judgements in the civil court made against the applicant and any individual voluntary arrangements with creditors from the six years prior to the application date.

Section J1: Cautions or Convictions

Have you ever been arrested or cautioned (formally or informally) by the Police?

Yes ☒ No ☒*If yes, please give brief details*

Date of arrest or caution

Have you ever appeared in a criminal court charged with any offence?

Yes ☒ No ☒*If yes, please give brief details*

Date of Hearing:

Do you have any criminal court proceedings against you pending?

Yes ☒ No ☒*If yes, please give brief details*

Date of Hearing:

Section J2: Civil Court Judgements & Individual Voluntary Arrangements

Do you have any civil court proceedings/individual voluntary arrangements against you or proceedings/arrangements pending?

Yes ☒ No ☒*If yes, please give brief details*Date of Proceedings/
Arrangements:

Section J3: Criminal Records Check

Have you ever been
subject to a Criminal
Records Check?Yes ☒ No ☒ CRB ☒ NPCC ☒ SPA ☒ Other ☒Date of
Check:*Insert the Reference No. Below*

Section J4: Declaration

I acknowledge that misrepresentation, or failure to disclose material facts about any cautions, convictions or civil court judgements, either during this application or throughout my employment, should this application be successful, may constitute grounds for the withdrawal of an employment offer or termination of employment and/or legal action.

Name Printed:

Signature:

Date:

Auth: M. Eyles-Thomas

Candidates should use this page to give additional information as referred to throughout this document, referencing the item in the left hand column e.g. G1 – Work History Details

[illegible]