



Frontier Force

S e c u r i t y

85B Upton Lane,
London
E7 9PB

Web: www.frontierforce.co.uk
Email: info@frontierforce.co.uk

Please attach
2 passports

Type recent
Colour
Photos

PRIVATE AND CONFIDENTIAL: Screening and Vetting Form

Please read and sign the Applicant Privacy Notice on pages 7 – 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

Position Applied for: Date:

1st Name: Middle Name Surname.....

Address:
.....
.....
Postcode

National Insurance No:
Tel No:
Email:
DOB:

Are you British Citizen YES NO If NO, Do you have Right to Work in the UK YES NO

Right to Work Expiry Date :(If you do not have right to work we cannot offer any work)

ADDRESS HISTORY

How long you have been living at this address If less than 5 yrs detail previous addresses below or on additional pages and attach to this form

Previous Address 1

Post Code: From To

Previous Address 2

Post Code: From To

Previous Address 3

Post Code:FromTo

SIA SECURITY LICENCE DETAILS

Do you possess a valid frontline SIA Licence YES NO APPLIED

Current SIA Licence(s) Type(s).....

1) SIA Licence Number(s).....Expires:.....

2) SIA Licence Number(s).....Expires:.....

Please bring your current SIA licence(s) with you to any interview (photocopies will not be accepted)

Previous Employment 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 OF UNEMPLOYMENT, SELF EMPLOYMENT, SICK, TRAVEL, GAP YEARS OR OTHER ACTIVITY. We cannot accept any application without full 5-year history. No more than 31 days gap in accordance to BS 7858:2019. Please put exact date of your employment/unemployment period.**

Start With Current/Most Recent First. Continue on a separate page if necessary

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

3/...//.../		
Contact Name		Reason for Leaving	
Contact Email			
Contact Number			
4/...//.../		
Contact Name		Reason for Leaving	
Contact Email			
Contact Number			
5/...//.../		
Contact Name		Reason for Leaving	
Contact Email			
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 7858:2019 YOU MUST THEREFORE SUPPLY ALL THE INFORMATION REQUIRED			

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

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

Criminal Record

Please complete the following providing full details, or answer with NONE. CIRCLE THE APPROPRIATE RESPONSE. Do Not Leave these Questions unanswered.

Have you or any of your immediate family ever been convicted, fined, imprisoned, placed on probation, discharged on payment of costs or had any order made against you by a criminal, civil or military court or public authority (excluding minor motoring offences)?

State YES or NO

(If Yes give details) _____

Do you have any Police Cautions? YES/NO

(Give details) _____

Are any prosecutions pending against you? YES/ NO

(Give details): _____

Have you ever been subject to bankruptcy proceedings? YES/NO

(Give details) _____

Are there any outstanding County Court judgements for debt? YES/NO

(Give details below)

Financial History: List any Bankruptcy, County Court Judgements etc in the last 6 years, (In accordance with BS 7858:2012 a Credit Reference Check will be carried out. Failure to disclose anything will result in a failed application)

Date, Month & Year	Court	Detail

Physical Specification: The following section describes the physical attributes you will need to possess to fulfil the role of a Security Officer

Necessary Attributes	Details of any adjustments you would require us to make
Security Officers need to be agile and possess reasonable fitness levels to enable them to carry out Day and Night foot patrols over uneven terrain	
Security Officers may need to recognise various colours and shades. As Reports need to specify specifics colours of vehicles and clothing etc	
Security Officers may have to work in environments that include strobe lighting, dark lighting, bright lights, noise, dust etc	

Security Officers may work for long periods as Lone Workers with telephone support only. This may cause anxiety and stress in some scenarios.	
Security Officers may face stressful situations and or incidents therefore ability to remain calm and manage conflict resolution is fundamental	
A Security Officers sensory awareness is vital to personal safety and safety of others. Good Sight, Smell and Hearing capabilities are important.	
Security Officers routines are often irregular therefore this may impact on any time specific medication or treatments.	
We are committed to Equality in all aspects of employment so list any adjustments above or on a separate attached covering letter that you require us to adopt that would enable you to carry out your duties as safely as possible. We will not use this information in any decision-making process in relation to your application	

Other Employment

Please list all other employment you would continue to do if you were successful in obtaining employment

Any Other Training:

List all training courses attended and certificates/qualifications obtained

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

Leisure

Please note here your leisure interests and hobbies and to what level you pursue them

General

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

CHEST =	WAIST =	INSIDE LEG =	COLLAR =	SHOE=
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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	Sort Code	Account No
Bank Name	Branch Address	

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

Driving Licence Details for the Staff who will be Driving Company Vehicle.

Do you own a motor vehicle or motor cycle? YES/NO		
Do you possess a full, clean, current UK Driving Licence? YES/NO		
How long have you held a full Driving Licence?	Years	Months
Driving Licence No:	Issue Date:	Expiry Date:
Give details of any endorsements (If any) or other motoring convictions during the last 5 years:		

Manned Guarding Licence Linked Qualification Test: All applicants must complete these questions		Office Use Only	
Question	Answer Given	✓	X
What do you call the Private Security Industry's Governing Body			
How long does an SIA Licence last for			
What should you do if you have lost your licence			
Who should you tell if you move address			
What should you do with your SIA Licence when you are at work			
What should you do if you see a person attempt to steal from your site			
What should you do if someone starts shouting or threatening you whilst at work			
What is your main role as a Security Officer			
Write down a "Hazard" that you might expect to experience every day at work			

What do you call the document that tells you what to do in the event of an Incident on site			
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Working Time Directive

You may have the opportunity to regularly work in excess of 48 hours a week. Should you wish to accept this opportunity you will need to waive your rights regarding this aspect of the working time directive. Please tick either of the boxes below.

This choice has nothing to do with the success of your application. You can, at any time, remove this agreement by informing the company in writing and giving 4 weeks' notice of your intent.

I am willing to work more than 48hrs a week or I am not willing to work more than 48hrs a week

SIGNATURE OF APPLICANT..... **DATE**.....

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 7858:2019.

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 a satisfactory screening process being completed. 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 authorise Frontier Force Limited to make checks on my behalf with UK border agency and DVLA. 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.

I accept that it is my responsibility to renew and/or retain an SIA Licence and this is also a legal requirement for me to carry out my duties, failure to do so for any reason will result in the termination of my employment. I agree to inform you and the SIA of any change of my address or licence status.

Employees Acknowledgement

I have read and understood the above declaration.

Signature of Applicant **Name** **Date**

OFFICE USE ONLY		
INTERVIEWED BY.....	DATE.....	ACCEPT or REJECT.....
NOTES.....		
.....		
START DATE.....	ASSIGNMENT.....	RATE OF PAY.....

Check List		
Proof of ID seen and Copied	<input type="checkbox"/>	
Right to Work Documents seen and copied.	<input type="checkbox"/>	
Proof of Address seen and copied.	<input type="checkbox"/>	
Proof of National Insurance seen and copied.	<input type="checkbox"/>	
DBS Disclosure seen and copied.	<input type="checkbox"/>	
SIA Licence(s) seen and copied.	<input type="checkbox"/>	
Pre-Employment Screening Form Attached.	<input type="checkbox"/>	
		Privacy Notice Completed <input type="checkbox"/>
		Job Description Provided. <input type="checkbox"/>

Applicant Privacy Notice

Data controller: Frontier Force Limited

Data protection officer:

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 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 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 head office. 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 Frontier Force Limited 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.

Name (print)	
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:

Name (print)	
Signature	
Date	