



APPLICATION FORM

1st INDEX SERVICES LTD.

Candidate Ref No: (Office use only)

All sections must be completed in TYPE or BLOCK CAPITALS in BLACK PEN.
Please return to the email or postal address specified in vacancy job notice.
Please ensure you attach copies of all the additional information requested, as incomplete applications will be rejected.

Job title of vacancy you are applying for:

Location of vacancy you are applying for :

Surname

First Name

Maiden Name

Title

Mr

Mrs

Miss

Ms

Other

Address

Post Code

Nationality

Place of birth inc. country

NIN

Email

It is a requirement within our Aviation/General Security division that operational employees hold/obtain an airside pass, a Counter Terrorist Check and/or SIA licensing. In order to meet these requirements, you must be over 18. Please tick this box to confirm that you are over 18. (Operational Employees Only)

Yes

No

Do you hold a valid/current passport?

Yes

No

Passport No:

Passport Nationality:

Do you require a Work Permit for the UK?
If yes attach a copy with this application

Yes

No

• If your nationality is NON-EEC please attach a copy of your Authority To Work In The UK when returning this application.

• If you come from an ACCESSION STATE and have been in the UK for less than 12 months please attach a copy of your Registration Certificate when returning this application.

Do you hold a valid /current driving licence?

Yes

No

Licence No

Manual

Automatic

Do you have any current Endorsements?

Yes

No

If yes, give details

Have you ever been fined, cautioned, sentenced to imprisonment, 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? **Failure to disclose information in this regard (including any cautions) is regarded as a criminal act under the Fraud Act 2006 which carries maximum sentence of 5 years imprisonment.**

Yes

No

If yes, please give details.

Have you applied to 1st Index Services Ltd. for employment before?

Yes

No

If yes, date of appl.

Have you been employed by 1st Index Services Ltd. before?

Yes

No

If yes, location & date of leaving

When can you start work?

Any pre-booked holiday?

Are there any adjustments we may need to make to assist you at interview?

Yes

No

If yes Please give details



EMPLOYMENT & EDUCATION RECORD

Start with the most recent and working backwards, please state details below ALL periods of: EMPLOYMENT / UNEMPLOYMENT / MILITARY SERVICE / EDUCATION. It is important that you give EXACT DATES and FULL name, addresses and telephone numbers the necessary checks required. **An incomplete background check may result in employment and/or completion of probationary period being denied.**

History #1:

Name & Address _____

Tel No. _____

Dates, Month and Year _____

Person to whom you reported _____

Job Title / Payroll Number _____

Wage / Salary _____

Reason for Leaving? _____

History #2:

Name & Address _____

Tel No. _____

Dates, Month and Year _____

Person to whom you reported _____

Job Title / Payroll Number _____

Wage / Salary _____

Reason for Leaving? _____

History #3:

Name & Address _____

Tel No. _____

Dates, Month and Year _____

Person to whom you reported _____

Job Title / Payroll Number _____

Wage / Salary _____

Reason for Leaving? _____

History #4:

Name & Address _____

Tel No. _____

Dates, Month and Year _____

Person to whom you reported _____

Job Title / Payroll Number _____

Wage / Salary _____

Reason for Leaving? _____

History #5:

Name & Address _____

Tel No. _____

Dates, Month and Year _____

Person to whom you reported _____

Job Title / Payroll Number _____

Wage / Salary _____

Reason for Leaving? _____

History #6:

Name & Address _____

Tel No. _____

Dates, Month and Year _____

Person to whom you reported _____

Job Title / Payroll Number _____

Wage / Salary _____

Reason for Leaving? _____



PERSONAL REFERENCE

Please give the names and addresses and telephone numbers of two personal friends who have known you for as long as possible (no less than two years), who will provide a written character reference. They should not be relatives or past employers.

Name _____	Name _____
Address _____	Address _____
Tel No. _____	Tel No. _____
Occupation _____	Occupation _____
How Long Known _____	How Long Known _____

Other qualifications, courses or training you have attended (Please include details of any courses which you are currently attending – Including dates)

Do you hold an SIA Licence? Yes No Licence No _____

Have you applied for a SIA Licence? Yes No Reference No. _____ Have you ever been REFUSED a SIA Licence Yes No

Have you ever used a computer, if so at what level? Never Used Beginner Intermediate Advanced

Briefly state why you would like to work in this job and add anything which you wish to support your application:

DECLARATION

The information given in this application form, to the best of my knowledge, is correct. I understand that any false statement or omission will make me liable for immediate dismissal.

Signature _____ Date _____

I authorise 1st Index Services Ltd to approach Government agencies, former employers, educational establishments and personal referees for verification of my employment record and to store information relating to my application or future employment in accordance with the Data Protection Act. I authorise the Company to make a consumer information search with a credit reference agency, which will keep a record of that search and may share that information with other credit reference agencies.

Surname _____ First Name _____

Signature _____ Date _____



PERSONAL REFERENCE

1st Index Services Ltd is committed to equality of opportunity in its recruitment and selection process to help achieve and maintain a diverse workforce. The criteria used for selecting the right candidate is based solely on merit and ability to do the job. Please be assured that this section of the form will be detached from the application form upon receipt and the information provided will not be used as part of the selection process in any way. The information will be treated in confidence and will only be used for monitoring purposes.

Gender information

Male

Female

ETHNIC ORIGIN INFORMATION

These categories are not about nationality, place of birth or citizenship. They are colour and broad ethnic group orientated.

WHITE

British

Irish

European

Any other White background please specify.

BLACK

Caribbean

African

Any other black background please specify.

ASIAN

Indian

Pakistani

Bangladeshi

Any other Asian background please specify.

MIXED

Black Caribbean and White

Black African and White

Asian and White

Any other Mixed background please specify.

OTHER

Chinese

Any other background please specify.

UNDISCLOSED

I do not wish to disclose my ethnic origin