

YOU MUST COMPLETE ALL QUESTIONS, LEAVING NO BLANK SPACES, AND USING THE WORD "NONE" IF APPROPRIATE

PERSONAL DETAILS

Position applied for

Title Home Telephone
Forename (s) Mobile Telephone
Surname Work Telephone

Address

Street Date of Birth (dd/mm/yyyy)
Town/City Place of Birth (town, country)
County Age
Postcode

Marital Status
Spouse's Name
Number & age of dependants
National Insurance Number

PERSONAL DETAILS

Do you hold a UK driving licence? Yes No If yes, is it clean? Yes No

Do you own a car? Yes No

Are you colour blind? Yes No

If necessary do you hold a work permit? Yes No

Height Weight

Are you prepared to undergo a medical examination if necessary? Yes No

Have you suffered from any major illness in the last ten years? Yes No

Are you in good health? Yes No

Number of days illness in the last 2 years

Are you willing to work overtime & weekends when required? Yes No

Expected salary range

Have you ever worked for DDD? Yes No If yes, when?

Please give names of relations or friends employed or previously employed by DDD

Have you given notice to your previous employer? Yes No

How soon could you commence your new employment?

Details of any holiday commitments during the next 12 months

For Engineer and Surveying only:

Are you able to work from a ladder? Yes No Are you physically capable of handling long ladders? Yes No

EDUCATION DETAILS

Secondary Education

School Details (Name, Address, Postcode, Telephone no)	From Month and Year	To Month and Year	Examinations taken (Qualifications, Subjects, Grades & Dates)

Further Education

Name of Institution (Name, Address, Postcode, Telephone no)	From Month and Year	To Month and Year	Course Details, Results & Dates

Other Qualifications

WORK EXPERIENCE

Present or most recent employment first, including HM Forces

Name of employer			
Address			
		Postcode	
Telephone number			
Position			
Main Responsibilities			
From (mm/yyyy)		To (mm/yyyy)	
Leaving Salary			
Reason for Leaving			

WORK EXPERIENCE CONTD.

Name of employer

Address

 Postcode

Telephone number

Position

Main Responsibilities

From (mm/yy) To (mm/yyyy)

Leaving Salary

Reason for Leaving

Name of employer

Address

 Postcode

Telephone number

Position

Main Responsibilities

From (mm/yy) To (mm/yyyy)

Leaving Salary

Reason for Leaving

Name of employer

Address

 Postcode

Telephone number

Position

Main Responsibilities

From (mm/yy) To (mm/yyyy)

Leaving Salary

Reason for Leaving

Periods of unemployment (as registered with Department of Employment) if any

Periods of self employment (if any) with details of your accountant, Inland Revenue, Customs & Excise reference numbers, your bank, solicitor etc. as appropriate

Please attach details of any additional employment

PERSONAL QUALITIES

Foreign Languages Spoken

Computer Skills

Interests, hobbies etc.

Details of any experience/qualification or achievement which you feel may be relevant or which support your application

ADDITIONAL INFORMATION

Are you a registered disabled person? Y/N If yes, give Certificate Registration No.

Do you have a disability which would affect your performance within the job which you have applied for? Y/N

If yes, give details

Have you ever been convicted of a criminal offence (which is not a spent conviction under the Rehabilitation of Offenders Legislation)? Y/N

If yes, please give details of all cautions or convictions for criminal offences including motoring offences and pending actions:

Do you have any bankruptcy proceedings or outstanding Court Judgements for debt? Y/N

If yes, give details

REFERENCES (Must be known to applicant for at least two years in the last five years and are not relatives)

Name
Address
Postcode
Tel No.
Relationship

Name
Address
Postcode
Tel No.
Relationship

Time known

Time known

Declaration by Applicant:

I acknowledge that any misrepresentation, or failure to disclose material facts, may constitute grounds for immediate dismissal and or legal action.
I confirm that to the best of my knowledge all information as stated above is correct.
I will give my assistance to obtain continuous record of written evidence confirming that there is nothing in my background which would reflect adversely upon my suitability for the proposed employment.
I am prepared to obtain, under the Data Protection Act, 1984, a Person Record, if requested.
I authorise any approach to former employers, government departments, personal referees, etc. for verification of my career and employment record.

I agree that my personal data can be used for the purposes of security screening.

Signed.....

Date

To be completed at interview

I authorise DDD Security Systems Limited to approach Government Agencies, former employers and individuals providing character references for verification of my employment/unemployment record and other information pertinent to my employment during the security screening process.

Signed.....

Date.....

Print Name.....

Signature of Interviewer.....

Print name of interviewer

EQUAL OPPORTUNITIES

Please help us to monitor our recruitment in order that we ensure our equal opportunity policies are working.

This information will not be available to assessors. DDD Security Systems Ltd is committed to equal opportunities in employment and will assess applicants for jobs fairly without regards to sex, marital status, race, colour, nationality, ethnic origin or national origins. People with disabilities will be assessed on the needs of the job that they have applied for. Please fill in this form as fully as possible so that we can monitor the implementation of our equal opportunities policy. The answers you provide in this section will be held in secure files with limited access. The information will be treated in the strictest confidence and will be used for statistical monitoring only. This information will be detached from the rest of the form above before the short-listing and interview process begins.

• **What is your ethnic group?**

Choose one selection from below, then tick the appropriate box to indicate your culture.

White

- British
- Irish
- Any other white background: please specify _____

Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other mixed background: please specify _____

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background: please specify _____

Black or Black British

- Caribbean
- African
- Any other Black background: please specify _____

Chinese or Other ethnic

- Chinese
- Any other: please specify _____

• **Gender**

- Female
- Male

• **Nationality**

Are you of dual nationality?

- Yes: please give details _____
- No

Present nationality _____

• **Where did you hear of this vacancy?** _____