Specialized Security Application Guidance

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Version: 1.0

Introduction

Thank you for your interest in working for Specialized Security. All applications are accepted through our website, however, if you are unable to complete this, you can request a paper copy from our HR team.

The quickest and easiest way to complete your application is by visiting:

www.specializedsecurity.co.uk/apply

Overview

The following guide has been created to help you with your application. It also aims to provide some more information about the documentation, employment history and other data we require in order to progress your application and for the purposes of employee screening. If you have any questions about the information we are asking for, or any issues with the online form, please contact a member of the HR team:

Phone: 01506 249001
Email: hr@specializedsecurity.co.uk

Specialized Security are proud to be an ACS accredited supplier of security and stewards, with a longstanding history of providing quality staff to some of the UKs largest festivals and outdoor events.

As part of our ACS accreditation, we are required to adhere to stricter employee screening procedures than you may find when applying for other roles. It is for this reason that a lot of the fields in the application form are marked as *required* - any sections below with an *ID* number relate to information that you will need to provide proof for prior to you being offered a role. The information given in these questions should match the proof provided.

If you do not complete a required section in full, or if any information is missing, your application will be delayed, and you may be denied an opportunity to attend an interview.

All applicants are required to provide the following proof of ID:

- ID1: Passport **OR** Birth Certificate with Proof of National Insurance (Payslip or P60/P45)
- ID2: Proof of Address – Driving Licence, Utility Bill (Dated Within 3 Months), Council Tax Statement, Bank Statement, Payslip or P60/P45 **OR** Letter from GOV UK Department (HMRC/Universal Credit)
- ID3: Proof of your SIA Licence
- ID4: Proof of your UK Driving Licence & Check Code

1.0 PERSONAL INFORMATION

The first section of the application form covers your personal information. When working in a security role, we are required to provide your information to clients who will use this to confirm your identity and check against the Police National Computer (PNC)

Recruitment decisions are not made relating to any of these factors and anyone eligible to work in the UK over the age of eighteen will be invited to attend a video interview. It is important that you check the information submitted in this section as any errors may result in an unnecessary *flag* during PNC checks.

Anyone *flagged* during these checks may be denied work on a specific event until they can prove their criminal record history.

Any errors with contact information will delay the processing of your application.

REQUIRED FIELDS (FOR PNC CHECKS):

- Full Name
- Gender
- Nationality
- Date of Birth
- Place of Birth (City and Country)
- Current Address - (*ID2*)
- Previous Address History
    - We are required to hold a full five-year history for your previous addresses. If you have lived at the same address for these previous five years, you can ignore this question.
    - Any addresses outside of the UK should also be included in this question.
    - If you cannot provide exact dates, please provide approximate dates. There should be no gaps in this address history.

REQUIRED FIELDS (FOR APPLICATION PROCESSING):

- Contact Phone Number
- Email Address

2.0 RIGHT TO WORK

IMPORTANT: PLEASE READ

All staff MUST have the right to work in the UK. Specialized Security are unable to provide sponsorship for applicants and due to the nature of the events that we work on, it is not viable for the organisation to regularly employee staff who are restricted to a limited number of hours of employment each week due to visa conditions.

It is a condition of employment that you are required to prove your Right to Work in the UK. The second section of the application form gives you the option to upload this information easily.

APPLICATION FIELDS:

- National Insurance Number
    - While we don't need this information until you are going through the payroll onboarding process, this is sometimes required for verification purposes for applicants who do not hold a UK passport and do not have an E-Visa or Right to Work Share Code.
- Passport Number
- Passport Photo Upload – (*ID1*)
    - You can only upload the following file formats: pdf, png, jpg, jpeg and the file size limit is 64mb.
    - If you have an iphone, your photos may be saved as a. heic or .hvec file. These cannot be uploaded. If you have these, please take a screenshot of the photo as this will be a .jpg file instead.
- Right To Work Share Code
    - If you are a student with any visa restrictions, it is your responsibility to provide details of the course that you are on, any term times and holiday dates. If you have completed your course, you are not automatically allowed to work full time. You should check the status of your visa or if you have applied for a graduate visa, you should provide a copy of your UAN.

You can send any right to work documentation to hr@specializedsecurity.co.uk. If you do not provide the required documents, we will not be able to progress your application. **If you have any questions about your right to work status, or the information we require here, please contact the office.**

3.0 RELEVANT EXPERIENCE

This section is used to assess your suitability for specific roles within the team.

We need to know if you have previously worked for Specialized Security. This should only be counted if within the last seven years. Previous employees outside of this time period will be counted as new.

If you are a previous employee, we may already have a personnel file for you. This is also used to check any previous HR information or PNC Flags. If you worked the previous year, you will not need to complete a full video interview. We will schedule a catch-up call instead to confirm any changes since the last time that you worked.

We also like to know how you heard about us. This question is only used for reporting purposes and is not required. If a specific member of staff referred you, you should put their name here. We often run a 'refer a friend' scheme and this is how we track entries.

SIA Licence Details

If you hold an SIA Licence of any kind, we are required to check and verify this against the register of licence holders before you are able to work in a role with any licensable activities. Licence details should therefore be **current** and **not expired**. If you do not hold an SIA licence, you do not need to complete this question.

In this section, please enter the licence number and expiry date in the following format:

SIA Licence Details

Please provide details of any valid SIA Licences that you hold, including the expiry date. You can add multiple licences by clicking the '+' button.

Licence Number (Format: 1000 0000 0000 0000)   Expiry Date (Format: DD/MM/YYYY)

You will be required to provide a photo of your SIA Licence for verification purposes only. Your SIA licence card should be carried while working and will be checked by a member of the on-site admin team. (*ID3*)

If you hold more than one type of licence, you should click the + button to add another row. This should only be used for Close Protection, Door Supervision or CCTV licences. Security Guarding or Cash & Valuables in Transit Licences are not relevant for the roles that we have to offer and you would be counted as a steward.

We also ask if you hold the following:

- UK Driving Licence
  - If you are over the age of 25 and hold a valid licence, you may be asked to drive one of the company vehicles on site. We will require a copy of your licence, as well as a valid licence check code which can be generated via the DVLA website for free. (*ID4*) – If you would prefer not to be considered for driving roles, please mark this question as no.

- First Aid Certificate

If you have any other qualifications or experience that you feel may be relevant to a role with us, please fill in the final question in this section. **You do not need to include SIA licence qualifications or Action Counters Terrorism (ACT) e-learning.**

4.0 EMPLOYMENT HISTORY

You MUST complete this section in full. **Missing employment history or reference details will delay your application and failure to provide this information following your interview will mean that your application is placed on hold.**

As part of our pre-employment checks, you will be asked to complete this section. While you do not need to provide this prior to being invited for an interview, it helps to speed up the process if we have the information on your file ahead of being offered a role as we cannot book you in for shifts until we have received a satisfactory response to reference checks.

Starting with the most recent, you should account for all periods of employment, self-employment, full time education or unemployment. For periods of unemployment over 28 days you may be required to provide evidence of Universal Credit payments via the HMRC App. If a former employer is no longer in business, or if you cannot provide reference details, then we may also ask you to provide your employment summary via the HMRC App.

A separate guide for how to provide this information can be requested by emailing the HR team.

All applicants **MUST** provide at least one reference covering the period in the last five years. You can then use the next section to add more rows if required.

The first part of this section allows you to input the dates of your most recent employment, self-employment or full-time education or unemployment. If this is current, please leave the 'to' date blank. You should then also complete the reference type and relevant contact information for someone that will be able to verify this.

(Date)

| dd/mm/yyyy | 📅 |

(If current, leave blank)

| dd/mm/yyyy | 📅 |

Employment Type *

| Full Time Education | ⌄ |

Job Title *

[   ]

Company Name *

[   ]

Reference Contact Name: *

This should be your current or previous employer. If you are unemployed, please supply a character reference or the name of your universal credit case manager.

[   ]

If this does not cover the last five years, you must complete the following section in the same way.

If your most recent reference covers the full five years, you will be able to move on – please enter N/A in any of the boxes.

Previous Employment History *

This should follow the format in the questions above and include full details for all periods of employment and unemployment over the last five years. You can add more rows by clicking the '+' button. If you have already supplied a work history that covers the full five years, please enter N/A for this section. If you skip this section, your application may be placed on hold until we have the required information for screening.

Date From:	Date To:	Employment Type	Job Title (If Employed)	Company (If Employed) or Job Centre	Contact Name	Contact Number	Contact Email

5.0 CRIMINAL RECORD INFORMATION

Please be aware - while we can offer work to anyone with spent convictions, some of our clients will not allow staff with a criminal record to work on site. We ask this so that we can provide you with further information about the process we follow if anyone is flagged during a PNC check.

No recruitment decisions are made based on the information provided. Please answer this section honestly, and in as much detail as you wish to share. If, for any reason, you are rejected during the process of PNC checks, we are not informed of the specific reason.

We may terminate your contract if you do not declare something that may mean that you are ineligible for a role within the security sector.

6.0 ADDITIONAL INFORMATION

This section allows us to assess your experience, availability and covers some of the important information we need when working on site with us.

The required fields are:

- Why you would like to work with us – including any experience you may be able to bring to the role. You should answer this in as much details as possible as we have a wide variety of roles and events that may suit your experience better. We are often looking for specific skills and this section is used to filter applicants with qualifications or experience.
- Emergency Contact Information
  - Name
  - Contact Number
  - Relationship

7.0 EQUAL OPPORTUNITIES MONITORING

The equal opportunities monitoring section is completely optional and no recruitment decisions are made based on the information provided.

The information you provide is aggregated and anonymised for reporting purposes. There is no obligation to fill in any responses to these questions if you do not wish to. You can continue to the final section of the application form from here.

8.0 DECLARATION

The final section of the application covers the legal requirements we have in order to process your details, as well as outlining some of the key terms and conditions.

Please make sure that you read and understand the declarations. You will need to accept these terms before submitting your application. By submitting an application, you agree that we can proceed with our pre-employment screening in line with BS: 7858

There is additional information about:

- Confirmation of Correct Details
- Working Time Regulation 4(1)
- General Operational Requirements
- GDPR – Communication & Training Preferences
- Confirmation of Employee Policies

You will then be asked to digitally sign your application form. This must be provided in order to authenticate your application.