

**PLEASE READ THESE NOTES BEFORE COMPLETING THE APPLICATION FORM.**

The employment of any Security Officer requires background checks to be made on that person's employment history for a minimum period of 5 years or back to the end of their full-time education. You should give the month and year of the start and finish of each job plus telephone and fax numbers. Any periods of unemployment should be given and the address of the office where you were registered.

**FAILURE TO GIVE LAST FIVE YEARS EMPLOYMENT OR BACK TO END OF FULL TIME EDUCATION WILL RENDER THE APPLICATION FORM VOID.**

**You will need to provide proof of the following documents to support your application: proof of identity (only a full passport or birth certificate is acceptable), work permit/HO or DSS letter, two passport size photos, proof of NI number i.e. NI card P45/P60 etc and two proofs of address i.e. gas/electric/telephone bill etc, also proof of a valid SIA Licence and CREDIT CHECK REPORT.**

**(All documents must be originals only please) YOUR APPLICATION FOR EMPLOYMENT WILL NOT BE CONSIDERED WITHOUT THESE DOCUMENTS. The above documents must be provided with the completed application form for photocopying. A member of staff will check the information and if satisfactory your application form will be put on the waiting list.**

You may be required to work long shifts and at very short notice on some occasions. Although we try to give you as much notice as possible, these occasions do arise and we expect employees to make every effort to help when required to do so.

Security is an industry that requires a degree of physical fitness and stamina. You will be required to declare any medical condition that may affect your work.

TKQ Security Ltd is an equal opportunity employer. Employment and advancement are based on ability, efficiency, and suitability regardless of sex, colour, religion, marital status, disability or age; however, this does not apply to persons who have previously been convicted of any criminal offence by a court in the United Kingdom or any other country. The applicant must declare any such conviction. The provision of The Rehabilitation of Offenders Act 1974 does not apply to persons seeking employment in the Security Industry.

In connection with our Equal Opportunities Policy, any person employed by the company who shows any form of sexist, racist or other prejudicial behaviour, against any other person, will be liable to summary dismissal without warning or compensation.

Applicants who are not trained and licensed at the time of submission of application form will be required to undertake training at a cost to them. These courses may be arranged and paid for by the Company; however, the applicant must pay the full fee upfront. Uniform is supplied against a deposit from the employee.

Security Officer will be required to be able to write reports and maintain logs of their various duties. They may also be required to write statements and attend courts during their duties. Officers should be able to communicate effectively with Clients, members of the public and the emergency services. In addition, you should be able to adhere to given instructions and use your own initiative and be able to work alone or as a member of a team.