



- ✓ Intruder Alarms
- ✓ CCTV Systems
- ✓ Fire Alarm Systems
- ✓ Access Control Systems
- ✓ Door Entry Systems
- ✓ Portable Fire Extinguishers

AAI SECURITY SYSTEMS
www.aaisecurity.co.uk
 (Electronic Copy of AAI Headed Paper)

Qop A7/1 Employment Application Form Issue No. 9. Issue date: 11/11/19 Authorised by: AEG 11/11/19 Page 1 of 11

STRICTLY CONFIDENTIAL	PLEASE COMPLETE EACH SECTION OF THIS FORM USING BLOCK CAPITALS AND BLACK INK
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APPLICATION FOR THE POST OF:	
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1. PERSONAL DETAILS

Surname		Title: Mr/Mrs/Ms/Other	
All Forenames:			
Maiden/Former/Alias name	List all previous first names and family/surnames used within the last 5 years:		
Current Address:	Postcode	At this address since?	/
Please state all addresses where you have lived for the past 5 years: (continue on a separate sheet if required)	-----		From: /
	-----		To: /
	Postcode:		
	-----		From: /
	-----		To: /
	Postcode:		
-----		From: /	
-----		To: /	
Postcode:			
Home telephone No.		Mobile No.	
Work telephone No:		May we contact you at work	YES: <input type="checkbox"/> No: <input type="checkbox"/>
Email Address:			
Date of Birth	/ /	Age:	
		National Insurance No:	



AAI Security Systems is the trading name of AAI Alarms Ltd
 Registered Office: Security House,
 Stirling Industrial Estate,
 Stirling Way, Borehamwood
 Hertfordshire WD6 2BT
 Reg. In England No. 2209789
 Registered under The Data Protection Act



Town of Birth		Country of Birth	
Nationality (if dual nationality is held, give all details)		Marital Status	
Religion (optional)		Children (Number & Ages)	

Do you hold a current SIA Licence? If 'YES', please state SIA Licence number	YES: <input type="checkbox"/>	No: <input type="checkbox"/>
Expiry Date		
Are you subject to Immigration Control?	YES: <input type="checkbox"/>	No: <input type="checkbox"/>
If 'YES' do you have unrestricted entitlement to take up employment in the UK? (We will require evidence of your right to work in the UK)	YES: <input type="checkbox"/>	No: <input type="checkbox"/>

2. MEDICAL DETAILS

Are you in good health?	YES: <input type="checkbox"/>	No: <input type="checkbox"/>
If 'NO', please give details		
Have you had, or do you suffer from, any major illnesses in the last 20 years?	YES: <input type="checkbox"/>	No: <input type="checkbox"/>
If 'YES', please give details		
Have you received any medical treatment within the last year?	YES: <input type="checkbox"/>	No: <input type="checkbox"/>
If 'YES, please give details		
Number of days absence due to sickness in the last 12 months?		
Reasons for absence:		
Do you, or have you, ever required any special medication?	YES: <input type="checkbox"/>	No: <input type="checkbox"/>
If 'YES', please give details		
Do you, or have you, ever used non-prescribed drugs?	YES: <input type="checkbox"/>	No: <input type="checkbox"/>
If 'YES', please give details		
Do you suffer from Colour Blindness ?	YES: <input type="checkbox"/>	No: <input type="checkbox"/>
If 'YES', please give details		

In case of an accident, who should be contacted?			
Contact's Telephone number:	Home:		Mobile:
Relationship			

3. DISABLED APPLICANTS

The Disability Discrimination Act 1995 defines a disabled person as anyone who has or who has had a physical or mental impairment, which has a substantial long term effect in their ability to carry out normal day-to-day activities.

Taking this definition into account, do you consider you have a disability?	YES: <input type="checkbox"/>	No: <input type="checkbox"/>
If Yes, please describe any equipment you may need, or adaptations which may need to be made to accommodate your disability:		

4. WORK DETAILS

Starting with your last or present employer, please detail employment history, however brief, including self - employment and unemployment, in sequence for the last 5 years, up to the date of completion of this form. For periods of unemployment give the details of the DWP Office to which you reported or the name of a person (not a relative) who can confirm your whereabouts. If self employed state name of the Business, and the name and address of your accountant

Current or most recent position			
Employer			
Full Address			
		Postcode	
Type of Business		Start date	
Job Title		Notice required	
Current salary			
Reporting to		Contact No	
Brief Description of Duties & Responsibilities (Please attach a Job Description if available):			
Leave Date (If applicable):			
Why do you wish to/did you leave this position?			

Prev. Employer					
Address					
			Postcode		
Telephone No.		Reporting to:			
Start Date (Month/Year)	/	Leaving Date (Month/Year)	/		
Job Title					
Main Duties					
Reason for Leaving					
Start Pay		Finishing Pay			

Prev Employer					
Address					
			Postcode		
Telephone No.		Reporting to:			
Start Date (Month/Year)	/	Leaving Date (Month/Year)	/		
Job Title					
Main Duties					
Reason for Leaving					
Start Pay		Finishing Pay			

Prev. Employer					
Address					
			Postcode		
Telephone No.		Reporting to:			
Start Date (Month/Year)	/	Leaving Date (Month/Year)	/		
Job Title					

Main Duties			
Reason for Leaving			
Start Pay		Finishing Pay	

Prev. Employer			
Address			Postcode
Telephone No.		Reporting to:	
Start Date (Month/Year)	/	Leaving Date (Month/Year)	/
Job Title			
Main Duties			
Reason for Leaving			
Start Pay		Finishing Pay	

Please state reason for any gap in employment, regardless of how small

Please continue on a separate page if necessary

5. EDUCATION DETAILS (complete this section if you completed education within the last 5 years)

Name & Address of last Secondary School Attended		
Date of Leaving	Month/Year	/
Name & Address of last College / University Attended		
Date of Leaving	Month/Year	/
Date of leaving full time Education	Month/Year	/
Academic Qualifications (including GCSE's)*		

6. TRAINING:

Type of Training (e.g. course)	Dates	Results if Applicable*

Membership of Professional Bodies/Professional Qualification: <i>(with dates)*</i>

**Please note that copies of Certificates may be requested*

7. LEISURE INTERESTS

Please list your interests outside of the work environment:

8. REHABILITATION OF OFFENDERS ACT 1974:

It is a requirement of the National Police Chiefs Council (NPCC) that all employees of a security company submit to a Criminal Records Bureau check. Should your application be successful you will be required to complete further documentation to facilitate the check.

Misrepresentation, or failure to disclose material facts, wither during application or throughout employment could constitute grounds for withdrawal of an employment offer or termination of employment and/or legal action.

Have you ever been fined, cautioned, sentenced to imprisonment or placed on probation for a criminal act (subject to the Rehabilitation of Offenders Act)	YES: <input type="checkbox"/>	No: <input type="checkbox"/>
If YES, please give details:		
Are there any alleged offences outstanding against you?	YES: <input type="checkbox"/>	No: <input type="checkbox"/>
If YES, please give details:		
Have you ever been made bankrupt or had a Court Judgement (including satisfied)?	YES: <input type="checkbox"/>	No: <input type="checkbox"/>
If YES, please give details:		
Have you ever had a financial judgement in a civil court?	YES: <input type="checkbox"/>	No: <input type="checkbox"/>
If YES, please give details:		
Have you ever had an individual voluntary arrangement with creditors?	YES: <input type="checkbox"/>	No: <input type="checkbox"/>
If YES, please give details:		
Has any order been made against you by a Civil or Military Court or Public Authority?	YES: <input type="checkbox"/>	No: <input type="checkbox"/>
If YES, please give details:		

9. DRIVING DETAILS

All applicants regardless of whether the position applied for requires driving or not should complete this section. Should your position require you to drive you will be required to produce your full driving licence including any document sheet and photo card should your application be successful. Employees of the company are required to sign a vehicle policy and driving document prior to being assigned a company vehicle if applicable.

Do you hold a Full Driving Licence?	YES: <input type="checkbox"/>	No: <input type="checkbox"/>
What is your Driver Number (Found on your Driving Licence)		
Have you ever been convicted of a Drink Driving Offence, Driving without due care and attention or reckless driving?	YES: <input type="checkbox"/>	No: <input type="checkbox"/>
Do you have any endorsement/ penalty points?	YES: <input type="checkbox"/>	No: <input type="checkbox"/>

Head Office & Accounts

Security House
 Stirling Industrial Estate
 Stirling Way, Borehamwood
 Hertfordshire
 WD6 2BT
 Tel: 020 8207 0900
 Email: info@aaisecurity.co.uk



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How Many Current Points?			
Please give reasons for current points:			
Date of Conviction?		Court Code	
Date of Conviction?		Court Code	
Date of Conviction?		Court Code	
Do you own a Car?	YES: <input type="checkbox"/>		No: <input type="checkbox"/>

10. GENERAL

How did you become aware of the post?			
If you were offered the post, would AAI Security Systems be your sole employer?	YES: <input type="checkbox"/>	No: <input type="checkbox"/>	
If NO, please give details:			
Do you have a CSCS Card? (only applicable to engineering applications)	YES: <input type="checkbox"/>	No: <input type="checkbox"/>	
If YES, you will be expected to produce the card during your induction if your application is successful.			

11. ADDITIONAL INFORMATION IN SUPPORT OF YOUR APPLICATION

Please give details of your relevant skills, experience, knowledge and achievements, demonstrating how you would meet the requirements of this post. Please continue on a separate sheet if necessary.

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12. AVAILABILITY

When would you be available for an interview?		
Are you currently employed?	YES: <input type="checkbox"/>	No: <input type="checkbox"/>
On what date would you be available to start work?		
Give details of known holiday commitments		



13. DECLARATIONS

I understand that employment with this company is subject to references and screening in accordance with BS 7858. I confirm that the information I have provided on my application is true and complete to the best of my knowledge. I understand and agree that I will be subject to any or all of the following checks:

- Address check
- Financial probity check which the company will retain on file
- ID verification checks
- Academic/profession qualification check
- Employment history, including any periods of unemployment/self-employment and any gaps
- Criminal background check

I authorise the Company or its agents to approach government agencies, former employers, educational establishments, for information relating to and verification of my employment/unemployment history, a consumer information search and ID check with a credit reference agency, which will keep a record of these searches in line with current legislation.

I further declare that any documents that I provide as proof of my identity, proof of address, proof of right to work and any other documents that I provide are genuine and that any falsified documents may be reported to the appropriate authority. I understand that it may be a criminal offence to attempt to obtain employment by deception and that any misrepresentation, omission of material fact or deception will be cause for immediate withdrawal of any offer of employment.

I declare that I consider myself physically fit and capable of carrying out the duties to which I would be assigned. I consent to the Company's reasonable processing of any personal information obtained for the purposes of establishing my medical condition and future fitness to perform my duties. I accept that I may be required to undergo a medical examination where requested by the Company. Subject to the Access of Medical Reports Act 1988, I consent to the results of such examinations to be given to the Company.

I understand and agree that if so required I will make a Statutory Declaration in accordance with the provisions of the Statutory Declarations Act 1835 in confirmation of my previous employment or unemployment.

I understand that any false statement or omission to the company or its representatives may render me liable to dismissal without notice. My signature, below, confirms my agreement to the above processing terms.

DATA PROTECTION ACT 1988 and GENERAL DATA PROTECTION REGULATION (GDPR) 2018

The company will use the information you have given on your application form (together with any information which we obtain with your consent from third parties) for assessing your suitability for employment. It may be necessary to disclose your information to our agents and other service providers.

By returning this form to the Company you consent to our processing personal data about you where this is necessary, for example information about your credit status, ethnic origin or criminal offences. You also consent to the transfer of your information to your current and future potential employers where this is necessary (this may be to companies operating abroad if you apply for work outside of the United Kingdom).

Your information will be held on our computer database and/or in our paper filing systems. By signing below you agree to this process and confirm that you do not have a criminal record subject to the current Rehabilitation of Offenders Act and any amendments. You have the right to apply for a copy of your information (for which we may charge a small fee) and to have any inaccuracies corrected.

DISCLOSURE

You are applying for a position of trust and in the event of being offered employment by the Company we may apply for a criminal background check. However, having a criminal record does not necessarily bar you from employment. For more information ask a member of staff for a copy of appropriate criminal record body code of practice and/or our Company policy statement regarding ex-offenders. Criminal record information is treated in a sensitive way and is restricted to those who need to see it to make a recruitment decision. By signing this document, upon request you agree to provide a copy of the criminal record certificates. The criminal background information is not retained. By signing below you agree to this process.

SCREENING

Any offer of employment is subject to satisfactory screening, The applicant consents to being screened in accordance with BS 7858 and will provide information as required. Any offer of employment is subject to satisfactory screening and the applicant acknowledges that any false statements or omissions could lead to termination of employment.

GENERAL DATA PROTECTION REGULATION 2018

A separate form is attached to this application form detailing our Privacy Policy.

If your application is unsuccessful, and you wish us to hold onto your data for consideration of future employment opportunities, please tick this box:

Please note that you may withdraw consent to this at any time by contacting the office.

Applicant Name

Signed

Date

When complete, please return this form to:

Human Resources Department

AAI Security Systems, Security House, Stirling Industrial Estate, Stirling Way, Borehamwood, Herts WD6 2BT

OUR PRIVACY NOTICE

As part of any recruitment process, the organisation (AAI) collects and processes personal data relating to job applicants. AAI is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information do we collect?

AAI collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number and National Insurance number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which we need to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK.

We may collect 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.

We may 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.

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 do we process personal data?

AAI needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you.

In some cases, we need 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.

We have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

It may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. The organisation processes such information to carry out its obligations and exercise specific rights in relation to employment.

Some special categories of personal data, such as information about health or medical conditions, is processed to carry out employment law obligations (such as those in relation to employees with disabilities).

Where the organisation processes other special categories of personal data, such as information about religion or belief, this is done for the purposes of equal opportunities monitoring. Data that the organisation uses for these purposes is collected with the express consent of employees, which can be withdrawn at any time. Employees are entirely free to decide whether or not to provide such data and there are no consequences of failing to do so.]

AAI 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.]

If your application is unsuccessful, the organisation may keep your personal data on file in case there are future employment opportunities for which you may be suited. The organisation will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes 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.

AAI 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 the Disclosure and Barring Service to obtain necessary criminal records checks.

We will not transfer your data outside the European Economic Area.

How do we protect your 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 delete your data on file after the end of the relevant recruitment process. If you agree to allow the organisation to keep your personal data on file, the organisation will hold your data on file for a further 12 months for consideration for future employment opportunities. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed. However, we will keep a note of your name as having been previously interviewed.

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; and
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact AAI Security Systems at the above address.

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.

Automated decision-making

Recruitment processes are not based on automated decision-making.