

Application for Employment- Guidance Notes

Dear Applicant

Please read through the application Guidance before completing to provide you with the necessary information to complete your application, please provide the following original documentation (we will photo copy this for you in our office):

- Passport and/ or birth certificate
- Driving Licence (both parts)
- Work Permit/Work Entitlement (if applicable)
- NI Card or any official letter with your NI Number on it
- Proof of address –Utility Bill this can be Gas/Electricity/Telephone within 3 months or council Tax with in the last year.
- Disclosure
- Passport Sized Photo
- SIA Licence
- SIA Certificates in Door Supervision
- Courses training relevant to Security

Application Guidance Notes

Coast 2 Coast Security Ltd employment is subject to satisfactory screening in accordance with British Standards (BS 7858:2012), we will be Security Screening for the previous 5 years from the date of your application and you are required to provide the following information on the application form

- Personal Details including Full name/surname/family name any former names
- Date of Birth- Sia Licence Number and expiry Date – NI Number Full address history Evidence to work in the UK if applicable
- Details of 1 Referee to provide Character References
- Character References cannot be former employers/relative by blood or marriage or anyone at the same postal address as you the referees must have known you for at least 2 years.
- Details of Education /Employment history self-employment/unemployment and any gaps for the last 5 years.

We will require start Dates, End Dates, Contact Names/Addresses, these will be required to verify to and from Dates. The Name and contactable details of two referees whom have known you personally for at least two years, these cannot be a current or former employer someone at the same address as you or a relative by blood or marriage.

NB: Failure to provide the all the above information and documentation will delay the screening process and may result in you not getting offered employment. Please do not hesitate to contact the office if you require any further information.

Please Use Block Capitals (except for lowercase email addresses)

Coast 2 Coast Security Ltd