

The logo for The Parking Ticket Company features the company name in white text on a black rectangular background. To the right of the text, there are two bright yellow diagonal stripes that extend from the top right towards the bottom left.

The  
Parking Ticket  
Company

# APPLICATION FOR EMPLOYMENT

**PRIVATE & CONFIDENTIAL**

# PERSONAL REFERENCE AND EMPLOYMENT VERIFICATION

I understand that employment with The Parking Ticket Company is subject to satisfactory references and security screening in accordance with BS 7858:2006.

I undertake to cooperate with The Parking Ticket Company in providing any additional information required to meet these criteria.

I authorize The Parking Ticket Company and/or its nominated agent to approach previous employers, schools/colleges, character references or Government Agencies to verify that the information that I have provided is correct.

I authorize The Parking Ticket Company to make a consumer information search with a credit reference agency, which will keep a record of that search and may share that information with other credit reference agencies.

I understand that some of the information that I have provided in this application will be held on a computer and some or all will be held on manual records.

I consent to The Parking Ticket Company's reasonable processing of any sensitive personal information obtained for the purposes of establishing any 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 Parking Ticket Company. Subject to the Access to Medical Records Act 1988, I consent to the results of such examinations to be given to The Parking Ticket Company. I understand and agree that if so required I will make a Statutory Declaration in accordance with the provisions of the Statutory Declaration in accordance with the provisions of the Statutory Declarations Act 1835, in confirmation of previous employment or unemployment.

I hereby certify that, to the best of my knowledge, the details I have given in this application form are complete and correct.

I understand that any false statement or omission to The Parking Ticket Company or its representatives may render me liable to dismissal without notice.

SIGNATURE: .....

PRINT NAME: .....

DATE: .....

## SECURITY SCREENING

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**INTRODUCTION.** As you may well be aware, we carry out security screening on you to ensure that you are not a present or potential future security risk. The British Standard which we must comply with in doing so is BS 7858:2006.

Under the guidelines laid down by BS7858, you are required to provide evidence of previous employers, periods of self-employment, periods of unemployment, periods spent in full-time education, periods spent abroad and periods spent in prison. The purpose of this is to verify your whereabouts on a month by month basis for the last 5 years. It is also necessary to verify your name and address and take up two Character References. This must all be completed within 12 weeks. Please complete the attached Application for Employment form fully and accurately. This will provide enough information for your screening to proceed without delay. You also need to sign the enclosed Letter of Authority in the presence of our Screening Controller to authorize The Parking Ticket Company Limited to take up your references.

**YOUR HELP IS APPRECIATED.** You can assist greatly in your security screening by ensuring that your application form contains all of the relevant information. Please use this list as a tick-off list. If there is any information which you do not have, submit the application form without it, but please let us know when we can expect to receive it.

**NAMES AND ADDRESSES.** Please ensure that all names and addresses are accurate. Provide Post Codes and telephone numbers including area codes. Provide the full and accurate name of the company or school to which you refer. Ensure that surnames are spelled correctly and all information is clearly written and legible.

**CHARACTER REFERENCES.** Should be two people that have known you on a month by month basis for at least two years out of the most recent five. However, if they have known you for at least 5 years this would help if we need them to verify a period for us. Neither referee should be related to you or be someone with whom you are in a long-term romantic relationship or resides at the same address as you. Please state their relationship with you and state for how long you have known them on a continuous basis or for which specific periods., i.e. you may have lost touch with them for a couple of years for some reason. Ask the referees permission before putting them on the application form and ensure they are going to say the things you want them to!!

**PREVIOUS EMPLOYERS.** State who your immediate superior was or who the person was to whom you were responsible. State also your job title at the time of leaving and your reason for leaving. Ensure all dates are recorded as month and year both for starting and for leaving employment with a company. A character reference will be requested from your immediate superior from your most recent period of employment.

**NO LONGER TRADING.** Previous employers who are no longer trading can present a problem. Provide as much detail as you can about the company and our Screening Controller will figure out what to do. If you are still in touch with someone from that period of time or you know their whereabouts please submit their details as an additional Character Reference.

**PERIODS OF SELF-EMPLOYMENT.** Should be accompanied by details of your professional advisers (Accountants, Solicitors, and Bankers) during that period. Additionally, provide a letter instructing them to release details of your claims to The Parking Ticket Company Limited.

**PERIODS OF UNEMPLOYMENT.** Should be accompanied by details of the office at which you were claiming the benefit or signing on. Additionally the Letter of Authority will serve as an instruction to release details of your claims to The Parking Ticket Company Limited.

**PERIODS OF FULL-TIME EDUCATION.** Should be accompanied by accurate dates of courses. This should state the month and the year of the start and finish of the course, back to the date of leaving secondary education.

**PERIODS SPENT ABROAD.** Should be accompanied by a Visa, Passport Stamp, Hotel Bills, Wage Slips (if working abroad), Credit Card Statements, etc, to show that you were where you said you were during this period.

**PERIODS SPENT IN PRISON.** Should be accompanied by exact dates on a month by month basis. Accurate addresses of prisons are important including any prison reference number. If you have a Certificate of Discharge or similar please submit with the application form.

## Application for Employment

### Instructions for Completion

1. Please complete in ink, and use block capitals
2. Complete all sections
3. Any sections that are not applicable, mark N/A
4. Employment section must cover at least every month of the last five years
5. All declarations on page 7 must be signed and dated
6. Remember, the answers given form the basis of any subsequent contract of employment
7. Return the completed form to: **The Parking Ticket Company, PO Box 622, Preston, PR3 5WZ.**

<b>Section 1</b>					
Surname	Mr / Mrs / Miss / Ms	Forenames			
Date of Birth		Place of Birth			
Marital Status: Single / Married / Widowed / Separated		National Insurance No			
Surname at Birth, if different		Nationality			
Address		Do you need a work permit to authorize you to work in this country?			
		Yes/ No			
		Would you have to move from home if offered this job? Yes / No			
Postcode		Current Residence (Please Tick)	Rented or Council	Owner Occupier	With parents Or Relatives
Have you lived at this address for 5 years or more?  Yes / No					
Tel No (Home)	Tel No (Work)	If No, state all addresses during the past five years on a separate sheet of paper, stating dates.			
Next of Kin		Relationship			
Full Address					
		Telephone No			
Number of Dependants					

**Application for Employment**

<b>Section 2</b>			Date of Expiry
Do you have a current driving licence?      Yes / No		State: Car	
Full / Provisional (Please circle)		Van	
Licence Number		Lorry	
Date of Issue		Bus	
		Other	
Have you been convicted of any endorsable driving offence or the equivalent within the last ten years? Yes / No			
If yes, give full details			
Do you hold a Current SIA Licence?		Yes / No	
Licence Number		Date of Expiry	
What type of licence do you hold (Please circle)			
Door Supervisor	Static Security Guard	Retail Security	CCTV      Vehicle Immobiliser
Other			
Any other qualifications			
If offered a position, when could you start?			
Do you have any other commitments which may limit your working hours? (e.g. Judicial, Military or Local Government)			
Do you have any part-time jobs or other gainful employment?		If so state What	
Height	Weight	Are you disabled?	If registered disabled, Number:      Expiry Date:
Do you consider yourself physically capable of carrying out the duties which this position will require? Yes / No		Please detail any major illness during the last ten years, or any illness which has caused you to have more than three working days off work in the last two years	
Do you smoke?      Yes / No		Do you drink alcohol?      Yes / No	
Do you take non-prescribed drugs?      Yes / No			

**Application for Employment**

<b>Section 3</b>			
<p>Please start with your last employer. All employees are to be screened for the last five years continuous employment, or since leaving school if within that time. Any breaks in employment therefore need to be noted on this form. Please continue on a separate sheet if necessary. The existence of a gap in your employment record does not automatically preclude you from employment but can be covered in other ways, so provide as much information as possible.</p>			
From	Until	Position / Job Title	
Name and Address		Main Duties	
		Reason for Leaving	
Telephone No		Responsible to	
Nature of Business		Starting remuneration	Final remuneration
From	Until	Position / Job Title	
Name and Address		Main Duties	
		Reason for Leaving	
Telephone No		Responsible to	
Nature of Business		Starting remuneration	Final remuneration
From	Until	Position / Job Title	
Name and Address		Main Duties	
		Reason for Leaving	
Telephone No		Responsible to	
Nature of Business		Starting remuneration	



**Application for Employment**

<b>Section 5</b>			
<p>Please note that your present employer will not be contacted until a position has been offered and accepted by you. However, any offer made will then be subject to the receipt of satisfactory references from your present employer. We reserve the right to contact all past employers and character referees.</p> <p>Please give details of two people, who are neither relatives nor previous employers or reside at the same address, to which we may apply for a character reference.</p>			
<b>C1</b>	<b>Character Referee 1</b>	<b>C2</b>	<b>Character Referee 2</b>
From	To	From	To
Name		Name	
Occupation		Occupation	
Relationship		Relationship	
Full Address		Full Address	
Postcode		Postcode	
Tel No:		Tel No:	
<b>Section 6</b>			
<p>Have you ever been fined, sentenced to imprisonment, placed on probation, discharged on payment of cost, or had any other order made against you by a criminal, civil or military court, or public authority, or is any action pending? This is to include details of any bankruptcy proceedings or Court Judgements for dept</p> <p align="center"><b>Yes / No (If Yes give details on a separate sheet of paper)</b></p>			
<p><b><u>Declaration 1</u></b> I declare that I filled out this form myself OR this form was filled out by .....</p> <p align="center">Signed: ..... Date: .....</p>			
<p><b><u>Declaration 2</u></b> I declare that the particulars given in this form are true, and accurate to the best of my knowledge. I acknowledge that misrepresenting the facts on this form constitutes grounds for immediate dismissal.</p> <p align="center">Signed: ..... Date: .....</p>			
<p><b><u>Declaration 3</u></b> I authorize The Parking Ticket Company Ltd to approach former employers, schools, colleges, character references, the Police, and any government agencies for the purpose of verifying the information that I have supplied in this Application For Employment. I am prepared to sign a Statutory Declaration if required to do so.</p> <p align="center">Signed: ..... Date: .....</p>			
<p><b>Current Employer</b> May we approach your current employer for Security Screening purposes? Yes / No</p>			