



# Job Application Form

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**Please note: This is an interactive application form and cannot be completed on a mobile device. This should be completed on a tablet or a computer.**

## PERSONAL

Surname	Address Line 1
Forename(s)	Address Line 2
Name known as	Address Line 3
Home no	County
Mobile no	Postcode
Email	National Insurance No

Do you have current UK driving licence?      Yes      No

Is it clean?      Yes      No

If NO, give details:

Have you had any driving disqualifications in the last 5 years?      Yes      No

If YES, give details:

Do you own a car?      Yes      No

Driving licence no

Do you consider yourself as having a disability?      Yes      No

Would you require any adjustments to be made in order for you to attend an interview or undertake the duties required by this position? If YES, please specify:

## POSITION

Position applied for

What date would you be available for work?

Please state days and hours you would work

Salary expected in new position?

Please give details of any previous employment with this company

Do you hold any current H&S qualifications e.g. CSCS/IOSH/ECS?

Where did you see this vacancy advertised?

Protec Website

Social Media

Training Provider/Careers Dept.

CV Library

Indeed

Friend/Family Referral

Recruitment Agency

Other

Other (Please specify)

If you have been referred by family or a friend, please provide their details below.

Name

Department

## EDUCATION (SCHOOLS AND COLLEGE)

Approx. Dates MM/YYYY

Examinations Passed i.e. GCSE/A levels

From To School and College

Subjects and Grades

## EDUCATION (UNIVERSITY)

Approx. Dates MM/YYYY

Qualifications Obtained i.e. ONC/Degree/Masters

From To University

Subjects and Grades

## EDUCATION (OTHER COURSES)

Approx. Dates MM/YYYY

Qualifications Obtained

From To Training Provider

Details

Professional Membership and Qualifications

Details

## INTERESTS

Please give details of Hobbies, Sports, Pastimes

EMPLOYMENT (present post first)

Job Title	Company Name
Duties (brief description, max. 300 characters)	Company Telephone no From To Approx. dates MM/YYYY Salary Reason for leaving

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What skills and qualities do you have which make you suitable for this position?

EMPLOYMENT Continued...

Please give details of two Employers or Tutors we could approach for references.

Full Name	Full Name
Occupation	Occupation
Address Line 1	Address Line 1
Address Line 2	Address Line 2
Address Line 3	Address Line 3
County	County
Postcode	Postcode
Telephone no	Telephone no
Email Address	Email Address

OTHER

If you have any criminal convictions which are not ‘spent’ under the Rehabilitation of Offenders Act 1974, please give details, See overleaf for guidance.

Protec is committed to equal opportunity. Selection and promotion in our Company is based on the suitability of the applicant for the job. To ensure that we achieve this please give details of the following:

Ethnic origin (Please tick where appropriate)

Asian or Asian British	White British	White European	Mixed or Multiple Ethnic Groups
Black or Black British	Caribbean or African	Other Ethnic Group	

Other (Please specify)

Are you able to provide proof of your entitlement to work in the UK?      Yes      No

Please note: All candidates who are invited for interview will be asked for documentary proof of entitlement to work in the UK (i.e. birth certificate or passport showing EEA citizenship or entitlement to work in the UK, National Insurance card or letter from the Home Office showing right to work in UK).

## DECLARATION

I confirm that the information given on this form is, to the best of my knowledge, true and complete. (Please note that the misrepresentation or failure to disclose material facts, may constitute grounds for dismissal and / or legal action).

Applicants Signature

Date

## CONSENT

☐ I hereby give my express consent for my personal data to be kept on file for a period of six months from the date of this application for employment. I understand that my data will be retained for the purpose of being considered for any other suitable vacancies. I understand that on completion of the six months my personal data will be destroyed.

☐ I do not give my consent for my personal data to be on kept on file and request this application form is destroyed should my application for employment be unsuccessful.

Please note that if you do not confirm your consent, this will be taken as you do NOT wish for us to keep your personal data on file and your application form will be destroyed should your application for employment be unsuccessful.

## INFORMATION REGARDING REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) (AMENDMENT) ORDERS 1986

A1 The Rehabilitation of Offenders Act 1974 permits, with some exceptions, an individual who has had a conviction for an offence to be rehabilitated and treat the conviction as if it had never occurred. The Act does not extend to imprisonment for terms exceeding 30 months, but in other cases a person is regarded as rehabilitated where he/she has not, after a period of time, committed another serious offence. The period of time varies according to the sentence imposed and is referred to in the Act as the "Rehabilitation Period". The various Rehabilitation Periods are set out below.

A2 Under the Act an employer may not ask a prospective employee if he/she has "spent" convictions. The employer may ask if the individual has convictions, but the prospective employee is under no obligation to reveal "spent" convictions.

A3 The Act also makes it unlawful for an employer to discriminate in any way against an employee or to dismiss him/her because of a "spent" conviction and if so dismissed the employee may claim unfair dismissal.

A4 Rehabilitation Periods may vary according to the type and length of conviction originally incurred and are reckoned from the date of the conviction for which the sentence was imposed. The details are:

Sentence	Rehabilitation Period*
Imprisonment or corrective training for more than six months but less than 30 months	10 Years
Cashiering, discharge with ignominy or dismissal with disgrace from HM's Service	10 Years
Imprisonment for 6 months or less	7 Years
Dismissal from HM's Service	7 Years
Detention in respect of a conviction in Service disciplinary proceedings	5 Years
Fine or other sentence (not exceeding 30 months imprisonment) for which the Act does not provide a different rehabilitation period	5 Years
Probation	5 Years
Conditional Discharge	1 Year
Absolute Discharge	6 Months

\* Reduced by half for a person under 17 at the time the sentence was passed.

A5 The Rehabilitation periods for certain sentences, confirmed to young offenders, are as follows:

Sentence	Rehabilitation Period
Borstal Training	7 Years
Detention for more than six but less than 30 months passed under S53 of the Children & Young Persons Act 1933 or S57 of the Children & Young Persons Act 1937	5 Years
Detention for six months or less under either of those provisions	3 Years
Order for detention in detention centre made under S4 of the Criminal Justice Act 1961 or under S7 of the Criminal Justice (Scotland) Act 1963	3 Years

A6 Reference should be made to the Act for fuller information. The above notes must not be relied upon as a definitive statement or summary of the law.