



# SELECT SECURITY AND STEWARDING Ltd

## WELCOME PACK FOR PROSPECTIVE SECURITY

### Welcome!

Thank you for expressing an interest to work for Select Security & Stewarding Ltd.

Select Security and Stewarding Ltd is one of the largest and most successful suppliers of Security & Event Stewarding in South East England. Offering specialised security and stewarding services to the event industry for over 10 years.

Select has provided staff for events as wide ranging as: concerts, music and community festivals, sporting events, parades, charity events, university balls and commercial conferences. Covering events such as Brighton Pride, Lewes Bonfire, Brighton Marathon, Race for Life, Brighton Festival and London Fashion Week amongst hundreds of others.

In addition to event security, a large part of our operation has always been providing fully trained and qualified Door Supervisors for licensed venues in the South East of England.

### Process of Application

#### 1. Complete Application:

- Read through and complete the application form
- Provide copies of the relevant documents required

#### **Documentation to be returned now:**

Documents should be posted to the address below or scanned and emailed to [security@selsec.co.uk](mailto:security@selsec.co.uk)

Page	What
2-3	Application Form
4	Copy or copies of entitlement to work documents

**NB: PLEASE DO NOT SEND ORIGINAL DOCUMENTS: ONLY COLOUR COPIES/SCANS**

#### 2. Attend Induction:

Once your application has been processed successfully you will be invited to an induction session.

These sessions take place regularly and are a chance to provide you with everything you need to know about the company procedures and policies and your role for the company.

The induction is compulsory and you will not be able to work without attending.

#### Employment Status:

Due to the ad hoc nature of the work, we use security staff on a self employed basis. This means that you should be registered self employed and are responsible for your own tax and national insurance.

You will be required to provide invoices for all work completed.



PO BOX 66 BRIGHTON BN1 9WD  
TEL : 01273 609312  
FAX : 01273 609316  
EMAIL@SELSEC.CO.UK  
WWW.SELSEC.CO.UK  
INCORPORATED IN ENGLAND, REGISTERED NO. 412 47 47  
VAT NO. - 785 8447 67



# APPLICATION FORM

POSITION: **SECURITY**

CONTRACT TYPE: **SELF EMPLOYED**

Please complete this form, using block capitals and return along with the other necessary paperwork to the address on the covering letter or scan and email to security@selsec.co.uk.  
Uncompleted paperwork may not be processed.

## Contact Details:

Surname			
Forenames			
Known as			
Title	MR / MRS / MISS / MS	(*delete as appropriate)	
Address			
Postcode			
Home Telephone Number		Mobile Telephone Number	
Work Telephone Number		Email Address	

## Personal Details:

Gender		Date of Birth	
Marital Status			
Own Transport	YES / NO	(*delete as appropriate)	
Next of Kin Name			
Next of Kin Relationship			
Next of Kin Address			
Next of Kin Contact No			

## SIA Badge Details:

Type of license	DS / SG / CP / CCTV / CVIT	Frontline / Non frontline	
Badge Number		Expiry Date	

## Medical Details:

Allergies	YES / NO	(*delete as appropriate)
If yes, please give details		
Do you consider yourself disabled?	YES / NO	(*delete as appropriate)
If yes, please give details		
Medical Conditions	YES / NO	(*delete as appropriate)
If yes, please give details		

## Criminal Convictions: (If, yes please give details, including year of any convictions)

Yes / No	(*delete as appropriate)	
Year	Conviction	Penalty/ spent

## Industry Related Experience and Qualifications: (Please continue on separate sheet if necessary)

Year	Work/Qualification (detail)	Employer/Awarding Body

## Where did you hear about this vacancy:

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**Professional Referees :**

(One must be provided going back a period of at least ten years or to school leaving age)

<b>Name of Referee #1</b>	
Company Title	
Company Name	
Address	
Tel Number	
Dates of work	
Reason For Leaving	

<b>Name of Referee #2</b>	
Company Title	
Company Name	
Address	
Tel Number	
Dates of work	
Reason For Leaving	

**Declaration**

**The information I have given in this form is true and complete to the best of my knowledge.**

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

I give my full permission for references to be gained from any previous employers/government agencies by Select Security & Stewarding Ltd.

**Print Name.....Signed.....Date.....**

**Documents Required:**

**Entitlement to work in the UK:**

**Please check the lists below and provide copies/scans of the correct documents.**

**Document List 1:** Please provide 1 copy from the following list

UK Passport describing the holder as a British Citizen or Citizen of UK & Colonies having the right to adobe in the UK
A document showing that the holder is a national of a European Economic Area country or Switzerland. This must be a national passport or national identity card.
A residence permit issued by the Home Office to a national from a European Economic Area country or Switzerland.
A passport or other document issued by the Home Office which has an endorsement stating that the holder has a current right of residence in the UK as the family member of a national from a European Economic Area country or Switzerland who is resident in the UK.
A passport or other travel document endorsed to show that the holder can stay indefinitely in the UK, or has no time limit on their stay.
A passport or other travel document endorsed to show that the holder can stay in the UK; and that this endorsement allows the holder to do the type of work you are offering if they do not have a work permit.
An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.

**OR**

**Document List 2:** Please provide a document giving your permanent National Insurance Number and name. This could be a: P45, P60, National Insurance card, or a letter from a Government agency and 1 document from the list below.

A full birth certificate issued in the UK, which includes the names of the holder's parents; OR
A birth certificate issued in the Channel Islands, the Isle of Man or Ireland; OR
A certificate of registration or naturalisation stating that the holder is a British citizen; OR
A letter issued by the Home Office to the holder which indicates that the person named in it can stay indefinitely in the UK, or has no time limit on their stay; OR
An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay indefinitely in the UK, or has no time limit on their stay; OR
A letter issued by the Home Office to the holder which indicates that the person named in it can stay in the UK, <b>and</b> this allows them to do the type of work you are offering; OR
An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay in the UK, <b>and</b> this allows them to do the type of work you are offering.

**OR**

**Document List 3:** Please provide a work permit or other approval to take employment that has been issued by Work Permits UK and 1 other document from the following list

A passport or other travel document endorsed to show that the holder is able to stay in the UK and can take the work permit employment in question; OR
A letter issued by the Home Office to the holder confirming that the person named in it is able to stay in the UK and can take the work permit employment in question.