



SELECT SECURITY AND STEWARDING Ltd

WELCOME PACK FOR PROSPECTIVE STEWARDS

WELCOME!

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

Select provide security and stewarding / marshalling at outdoors and large-scale events. This includes static security and dog handlers, location-based security / stewarding services, licensed door supervisors and front of house staff, and specialist female security requirements. Furthermore, we supply door supervisors for licensed premises in South East England.

Within these parameters, Select has successfully provided services for a wide range of requirements: from outdoor events, including Brighton Festival (for many years), Elton John (Hove 2006), Brighton Pride (annually), through to Songs of Praise (1998)! The styles of events at which our services are employed are as varied as large musical events of all types, sporting events, parades, university events, and commercial conferences.

Please read through the following pack and complete the necessary forms, supplying copies of relevant documents as detailed below.

Once your application has been submitted and all checks completed, we will contact you with details of any work we may have for you.

WORK ALLOCATION:

We generally compile weekly rotas on a Monday morning and please call in from midday Mondays if you are actively looking for work that week. If we have bigger events, will contact you to discuss work that is available. You will be told the nature of the work, location, time and hourly rate. You will be required to turn up 30mins in advance for a briefing. If you do not attend the briefing you will not be allowed to work that shift.

It does help us to know in advance if you are available so please do contact us on the number / email above. If you are going to be unavailable for work we require a minimum of 14 days notice.

DOCUMENTATION:

Please read and complete the following pages & documents:

Page	What	Complete (tick)
1	Cover Letter	n/a
2-3	Application Form	
4-5	Code of Contact	
6	Electronic Banking Form	
7	Timesheet (template)	
8	P46	

NB: BEFORE YOU CAN START WORK WE MUST RECEIVE THE ABOVE PLUS A COLOUR COPY OF YOUR PASSPORT OR OTHER RELEVANT DOCUMENT.

PAYMENT:

Please complete in full a Timesheet for each week of work you do. This must be received by our Finance Manager by **5pm Monday** either via post or email. Your pay will then be transferred into your nominated bank account by the following Friday. If your invoice is late then your payment may be late

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 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: **STEWARD**

CONTRACT TYPE: **TEMPORARY**

Please complete this form, using block capitals and return to the address on the covering letter along with the other necessary paperwork.

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		Ethnic Origin	
Driving License	YES / NO	(*delete as appropriate)	
Next of Kin Name			
Next of Kin Relationship			
Next of Kin Address			
Next of Kin Contact No			

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			

Professional Referees :

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

Name of Referee #1	
Company Title	
Company Name	
Address	
Tel Number	
Dates of work	

Name of Referee #2	
Company Title	
Company Name	
Address	
Tel Number	
Dates of work	

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

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

Industry Related Experience:

Year	Work (detail)	Employer

Entitlement to work in the UK:

Document List 1: (please provide 1 original from the following list)	Seen / checked by	Copy taken by
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.		
Document List 2: (please provide document A plus 1 other original from the following list)	Seen / checked by	Copy taken by
A: 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.		
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, and 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, and this allows them to do the type of work you are offering.		
Document List 3: (please provide document B plus 1 other original from the following list)	Seen / checked by	Copy taken by
A work permit or other approval to take employment that has been issued by Work Permits UK		
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.		

Declaration

The information I have given in this form is true and complete to the best of my knowledge. I will adhere to all Terms and Conditions and the Code of Conduct, pages 2-5.

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

CODE OF CONDUCT

Please read the following Code of Contact and **keep for your records**. Please sign the declaration at the end of the Application Form to say you have read and understood these terms.

The following Code of Conduct applies to you whilst working with Select Security & Stewarding Ltd.

TERMS OF EMPLOYMENT:

1. You must inform the company of any criminal offences of which you have previously been charged or convicted, and of any criminal charges or convictions during your service with us, regardless of whether it occurred during work hours.
2. You are to observe and abide by any statutory laws relevant to your duties on client premises.
3. You are required to co-operate entirely with any member of the emergency Services in the execution of their duties: this includes the police force, fire department and ambulance service.
4. Whilst on duty you are first and foremost responsible to the Head of Security / Event Organiser. It is his/her decision as to how many stewards are employed at any one time. If you have a problem or need assistance seek advice from Select Security.
5. Inform Select Security and Stewarding Ltd Office or duty manager of any holidays or evenings off that you are planning. Give at least one weeks notice so that suitable cover can be arranged.
6. Be punctual, if you are going to be late advise the Select Security and Stewarding Ltd Office or duty manager. (Remember that you are paid by the hour.)
7. If you have any queries regarding pay contact the Office on the following Monday.
8. You are required to give fourteen days notice if you intend to terminate your contract with Select Security and Stewarding Ltd.

CONDUCT:

1. During working hours the following rules must be obeyed:
 - Treat all customers with respect
 - No smoking
 - No alcohol
 - No chewing gum
 - No hands in pockets
 - No sitting down unless specifically given permission by management
 - No standing in groups and blocking public access
 - No lewd, crude or suggestive comments to customers
 - No fraternizing with other customers other than brief polite conversation
2. It is your responsibility to report any incident to a senior member of management and to complete an Incident Report.
3. You are responsible for the safekeeping of any equipment (radios, earpieces, etc) on loan to you during the course of your employment, and you must return these to the venue in good working order, at the end of your employment, or each session, as requested by Select Security and Stewarding Ltd. All equipment returned in a non-satisfactory condition will be deducted from pay at current advertised costs for replacement or repair.
4. Please exercise self-control and restraint when dealing with any incident.
5. Never use a weapon or any implement as a weapon.
6. Whatever the provocation you must not leave the premises to confront any member of the public, unless assisting any of the emergency services including the police.
7. Remove all bulky rings, earrings or loose jewellery before commencing work. They may cause unnecessary injury to customers or break whilst dealing with a disturbance.
8. Present yourself in a smart and well-groomed manner. Ensure that you wear the correct uniform. Appropriate to the venue, and that the uniform is clean and ironed. Unless otherwise informed wear black shoes, black socks, black trousers, a black shirt and clip on tie, and black jacket. A company jacket is available and all personnel (unless your case is deemed exceptional) will be expected to pay for the cost of the jacket.
9. If you are unable to attend work at short notice due to illness or any unforeseen problems, please contact Select Security and Stewarding Ltd's Office or duty manager. Remember the job must be covered and it is your responsibility to attend, or send a suitable and authorised person to cover.
10. Never leave the premises or your position without informing a senior member of management.

RADIO CODE WORDS:

These are standard code words that should be used while you are on duty for Select Security and Stewarding Ltd.

RADIO PROCEDURE

- GREEN LIGHT** = NO HURRY, AS AND WHEN
- AMBER LIGHT** = POTENTIAL PROBLEM, MOVE QUICKLY TO AREA REQUIRED
- RED LIGHT** = URGENT ASSISTANCE REQUIRED

These should be accompanied with an identification of persons required, also a location

EXAMPLE: "Mr Smith Amber Light front door" means only that person must go to the front door ASAP.

- MR SANDS** = FIRE (DO NOT USE THE WORD FIRE)
- MR CASE** = SUSPECT PACKAGE (DO NOT USE THE WORD BOMB)
- WHITE LIGHT** = DRUGS SEARCH

Do not run to an incident, as this may cause unnecessary panic.

These rules and regulations are designed to guarantee standards of conduct and service, also the safety of all staff / contractors on premises. If you were unable to abide by them it would be best if you did not accept the position or that you resign.

If during the course of your work, you are arrested or charged with a criminal offence you must advise Select Security and Stewarding Ltd Office immediately.

ELECTRONIC BANKING - confidential

PERSONAL DETAILS:

Name

Contact Number

BANK DETAILS:

Bank Name

Bank Branch

Bank Sort Code (6 digits)

Bank Account Number (8 digits)

AUTHORISATION:

I (insert name) authorise Select Security and Stewarding Ltd. to use the above information for electronic banking purposes.

Signature

Date

TIMESHEET

To: Select Security & Stewarding Ltd

Date:

Name:

Address:

Event/ venue:	Date of work:	Hours worked:	Total number of hours:	Rate £	Subtotal £

Total owed: £

With thanks