



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 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's event stewarding services offer a unique and friendly face to all events with an emphasis on safety.

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, Brighton Festival and London Fashion Week amongst hundreds of others.

Process of Application

1. Complete Application:

- Read through and complete the application form
- Provide copies of the relevant documents required
- Complete the P46

Documentation to be returned now:

Documents should be posted to the address below or scanned and emailed to stewards@selsec.co.uk

Page	What
2-3	Application Form
4	Copy or copies of entitlement to work documents
5	Completed P46

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 as a steward.

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

Employment Status

You will be employed by Select and therefore tax and national insurance is paid accordingly.

Due to the nature of the role, there are no set or standard hours of work. You are not guaranteed a minimum number of hours of work each week and in a particular week you may receive no work at all from the Company. You are not obliged to accept the hours of work offered and the Company has no obligation to offer you work on an ongoing basis. You are only entitled to be paid in respect of the hours that you do work. You will not be paid for those hours when you are not carrying out work for the Company.

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: **STEWARD**

CONTRACT TYPE: **TEMPORARY**

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 stewards@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			

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)

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

Name of Referee #2	
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.....

Opt-out of the Maximum Working Week under the Working Time Regulations 1998

I understand that the maximum working week under the Working Time Regulations 1998 is 48 hours. I should like to confirm that I do not wish to be bound by the maximum working week.

If I wish to revoke this agreement I will give three months' notice in writing of my intention to do so.

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, 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.

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.

P46: Employee without a Form P45

Section one To be completed by the employee

Please complete section one and then hand back the form to your present employer.
If you later receive a form P45 from your previous employer, please hand it to your present employer.

Your details Please use capitals

National Insurance number

This is very important in getting your tax and benefits right.

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Name

Title – enter MR, MRS, MISS, MS or other title

Surname or family name

First or given name(s)

Are you male or female? Male /Female

Your present circumstances

Please read all the following statements carefully and tick **the one** that applies to you.

A – This is my first job since last 6 April and I **have not** been receiving taxable Jobseeker's Allowance or taxable Incapacity Benefit or a state or occupational pension.

B – This is now my only job, but since last 6 April I **have** had another job, or have received taxable Jobseeker's Allowance or Incapacity Benefit. I do not receive a state or occupational pension.

C – I have another job or receive a state or occupational pension.

Date of birth

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Address

Postcode

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House or flat number

Rest of address including house name or flat name

Student Loans

If you left a course of Higher Education before last 6 April and received your first Student Loan installment on or after 1 September 1998 and you have not fully repaid your student loan, tick box D. (If you are required to repay your Student Loan through your bank or building society account do **not** tick box D.)

Signature and date

I can confirm that this information is correct

Signature

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Date

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