**QRS Application of Employment**

**About QRS**

Established in 2012 QRS has grown to become a major service provider within the security industry by providing highly effective and affordable security solution with over 40 years of experience within our senior management alone. QRS is an equal opportunities employer and does not discriminate on the basis of race, religion, colour, sex, age, non-disqualifying physical or mental disability, national origin, sexual orientation, or any other basis. All matters related to employment are decided on the basis of qualifications, merit and business need.

**Section 1.1**

|  |  |
| --- | --- |
| First Name: |  |
| Surname: |  |
| Mobile Number: |  |
| Landline: |  |
| Email Address: |  |
| Address: |  |
| City: |  |
| Postcode: |  |
| N.I. Number: |  |
| **SIA Licence Number****(include below)** | **Expiry Date****(include below)** | **Type of SIA Licence****(please circle the relevant licence)** |
|  |  | DS / SG / CCTV / CPOther: |

**Applicant Details**

**Driving Licence Yes ☐ No ☐**

**­­­­­­­­­­­­­­­Own a Vehicle Yes ☐ No ☐**

**Environments you would like to work within**

Retail [ ]  Static [ ]  Reception/Corporate [ ]

|  |  |  |
| --- | --- | --- |
| **Interview Date** | **Commencement Date** | **Employment End Date** |
|  |  |  |

**For office use only:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SIA Licence** | **ROW** | **POA X2** | **Starter Pack** | **P45/P46** | **Contract Received** | **Screened 5 Years** | **C Ref X2** | **Credit Check** |

**Section 1.2 – Address History** (Please only list the address’ you have lived at within the past 5 years)

|  |  |
| --- | --- |
| **Address** | **Date (To – From)** |
|  |  |

**Section 1.3 – Next Of Kin Details**  (Please list at least one person whom you would like us to contact in case of emergency)

|  |  |  |
| --- | --- | --- |
| **Name** | **Relationship To You** | **Contact Number (list multiple, if possible)** |
|  |  |  |
| **Address:** |

**Section 1.4 – Role Specification** (Please tick ☑ only one per row)

Are you willing to work away from home? Yes No

How did you hear about this company/position?

**General Comments**

Below, you may wish to outline the principal reason for your application and highlight your achievements, strengths and the qualities you believe you would bring to this role.

**Section 1.5 – References** (Please give the details of at least two character referee’s. This can be anyone that has known you over 5 years who is not a family member)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Contact Number** | **Email Address**  | **Postal Address** |
|  |  |  |  |
|  |  |  |  |

**Section 1.6 – Screening**

We require a 5 year employment history in order to screen you in accordance with BS7858. This is the case for all employees and failure to complete screening can result in employment being suspended.

Please provide the details of your employment over the past 5 years in the table below.

|  |  |  |
| --- | --- | --- |
| **Company Name** | **Start Date**  | **Leaving Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Please indicate in the below table any periods within the last 5 years that you have been claiming Jobseekers Allowance. If extra space is required, please use the back of this sheet.

**(Evidence will be requested)**

|  |  |
| --- | --- |
| **Claim Start Date** | **Claim End Date** |
|  |  |
|  |  |
|  |  |
|  |  |

Please indicate below any periods you have worked abroad within the last 5 years. If extra space is required, please use the back of this sheet. **(Evidence will be requested)**

|  |  |  |
| --- | --- | --- |
| **Country** | **Period From** | **Period To** |
|  |  |  |
|  |  |  |
|  |  |  |

**Section 2.1 – Declarations**

**Annual holidays**

In the event of your employment terminating during the holiday year and you have taken holidays in excess of the number of days accrued and due to you, at the effective date of termination of your employment, we reserve the right to recover a sum equal to the amount of excess holidays taken by making a deduction from your final pay. You will be notified of such at the time, in writing.

**Authority to make deductions from wages**

I accept and agree that the following are express written terms, as contained with my Contact of Employment and as stated in the Employee Handbook, which I have read and understood.

The following extract reproduced from the Employee Handbook, set down the circumstances, wherein my employer is authorised to make deductions from my wages.

**Stock/property**

If, following investigation, it is found that as result of your carelessness, negligence, or failure to comply with our procedures, or by willful act, we suffer loss, or damage, to cash, stock, fixtures, fittings or property (including vehicles), this will be construed as a serious breach of the rules, which could result in your summary dismissal on the grounds of gross misconduct.

We reserve the right to take disciplinary action and in addition you may be liable to pay part, or the full cost of making good our loss in respect of cash, stock, fixture, fittings or our property (including vehicles). In the event that we make a claim against our insurers for repair, replacement or other losses incurred, we reserve the N.B. This would include losses incurred by us in respect of any hire equipment or costs which we have had to reimburse to a third party.

**Leaving without working notice**

If, on leaving our employment, you fail to work your full contractual notice without our prior agreement, an amount equal to any loss suffered by us or the additional cost of covering your duties for the period not worked will be deducted from any final monies due to you.

**Screening**

Any offer of employment is subject to satisfactory screening that the applicant consents to being screened and will provide information as required. The applicant acknowledges that any false statements or omissions could lead to termination of employment. By signing this, the applicant acknowledges and permits that QRS may request information on their behalf from previous employers.

Applicants Name ……………………………………………………………….

Applicants Signature …………………………………………………………. Date: ……………………………………….

**Section 2.2 – Reimbursement of Training Fees Agreement**

This agreement is Between Quick Respond Security Ltd. (the Company) and the employee’s Contract of Employment in compliance with the Employment Rights Act 1996, Part II, Section 13 Protection of Wages.

The Company encourages its employees to undertake such training as it feels appropriate to the duties/responsibilities or development of its employees.

Should the Company pay for external training for the employee it is recognised that, due to the high cost involved with the training, the Company needs to protect its investment.

Therefore, if the employee should terminate his/her employment of his own volition within 6 months of the completion of any such training then the following repayment terms will apply:

|  |  |
| --- | --- |
| **Service Qualification** | **Percentage of Repayment** |
| If employment is terminated prior to or within 6 months of completion date of training the company reserve the right to claim reimbursement of training costs. | 100% of training costs |

**If any employee completes 6 months service following the completion date of any training course, there will be no claim for reimbursement of training costs.**

**Under the provision of this agreement, the Company reserves the right to deduct the above monies from any monies due to the Employee at the time their employment is terminated. If insufficient funds are due at the date employment is terminated, to meet reimbursement of training costs, a repayment scheme will be agreed between the Company and the Employee prior to the termination date to take account of the outstanding balance of training costs due.**

Applicants Name ……………………………………………………………….

Applicants Signature …………………………………………………………. Date: …………………………………………

**For office use only – Please do not write on this sheet**

**Screening Checklist**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **2021** | **2020** | **2019** | **2018** | **2017** | **2016** |
| **Jan** |  |  |  |  |  |  |
| **Feb** |  |  |  |  |  |  |
| **Mar** |  |  |  |  |  |  |
| **Apr** |  |  |  |  |  |  |
| **May** |  |  |  |  |  |  |
| **Jun** |  |  |  |  |  |  |
| **Jul** |  |  |  |  |  |  |
| **Aug** |  |  |  |  |  |  |
| **Sep** |  |  |  |  |  |  |
| **Oct** |  |  |  |  |  |  |
| **Nov** |  |  |  |  |  |  |
| **Dec** |  |  |  |  |  |  |

 **Checked?**

**Character Reference #1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Character Reference #2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employment Reference #1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employment Reference #2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**