



**security & event management nationwide**

Excellence Through Experience

Please return completed application to [info@gainsevents.com](mailto:info@gainsevents.com) or post to  
Gainsborough Events Management Ltd, The Little Barn, Waltham Hall, Takeley, CM22 6PF

*If completed online do NOT adjust fonts, font size or colour, complete in capitals  
If completed by hand - use black ink, complete in capitals.*

## EMPLOYMENT APPLICATION FORM

You are applying for a position with Gainsborough Event Management Limited, to serve either as an Event Security Officer, an Events Steward or as a Door Supervisor.

Gainsborough Event Management Limited currently supply Security and Stewarding services to some of the most prestigious assignments in the UK. We obviously rely heavily on the staff we employ to deliver a superior service. Those staff are expected to perform their duties in a professional and competent manner.

We do expect high standards and we are keen to help you deliver those high standards consistently.

We will not tolerate any of our employees performing in a heavy handed manner or to act in a racist manner. We expect all of our employees to be aware of human rights of others and to treat all in a polite and equally handed tone. All of our employees are expected to carry on that manner and approach on any assignment, whether on or off duty. Any member of staff who uses or abuses his position to gain favour or to make unwanted advances will be treated in a strict and harsh manner.

We have gained our envious position in the security industry by our unique approach to customer service.

All members of staff are expected to uphold that level of service, by maintaining a polite, controlled and professional approach at all times.

We try to select those members of staff who are physically fit, alert and observant, have a polite manner, are presentable, have initiative, who have good communication skills (written and verbal), have good interpersonal skills and who are honest and reliable.

TITLE		FORENAME(S)	
SURNAME(S)		MARRIED (yes/no)	

AGE	
DATE OF BIRTH	
PLACE OF BIRTH	

ADDRESS:	
HOME TEL:	
MOBILE TEL:	
EMAIL:	

EMERGENCY CONTACT (NAME & NO)	
EMAIL ADDRESS	

**IN ACCORDANCE WITH THE COMISSION OF RACIAL EQUALITY CODES OF PRACTICE, PLEASE STATE YOUR ETHNIC ORIGIN**

<b>ETHNIC ORIGIN</b>	
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**EQUAL OPPORTUNITIES STATEMENT:**

*Gainsborough believes in and adheres to the principles of Equal Opportunities and will endeavour to remain fair and unbiased towards the treatment of all of our employees. Our recruitment and selection policies and practices are based solely on applicant suitability which is determined by their experience, skills and whether they are the best applicant for the position and whether that suitability will continue to be appropriate to the requirements of the position.*

<b>DO YOU HOLD A CURRENT VALID DRIVING LICENCE (yes/no)</b>	
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<b>DO YOU CURRENTLY WORK FOR ANY COMPANY SUPPLYING SECURITY OR STEWARDING (yes/no)</b>	
<b>IF YES – COMPANY NAME</b>	
<b>POSITION EMPLOYED AS</b>	

<b>HAVE YOU HAD ANY TRAINING IN THE SECURITY OR STEWARDING INDUSTRY (yes/no)</b>	
<b>IF YES PLEASE GIVE DETAILS</b>	
<b>DO YOU HOLD AN SIA BADGE, IF YES PLEASE GIVE NUMBER</b>	

**BANK/BUILDING SOCIETY DETAILS**

<b>BANK/BUILDING SOCIETY NAME</b>	
<b>SORT CODE</b>	
<b>ACCOUNT NUMBER (8 digit no)</b>	
<b>NAME OF ACCOUNT HOLDER (as name appears on account)</b>	
<b>ROLL/REF NUMBER (some building society accounts)</b>	
<b>NATIONAL INSURANCE NUMBER</b>	

**I authorise Gainsborough to pay my wages into the above account. I understand that Gainsborough will not be held responsible for monies being paid into the wrong account because of wrong information given by me on this application.**

**SIGNED BY .....**

**DATE .....**

**HEALTH DECLARATION**

*As a result of some of the duties you may be expected to perform it is important that all staff are in good health and are able to carry out their duties safely. Please note that some employees may be scheduled to carry out night work. To help us ensure that you are suitably healthy to carry out those duties, please confirm if you suffer from any of the following: -*

<b>EPILEPSY (within the last 5 years)</b>	
<b>ASTHMA</b>	
<b>DIABETES</b>	
<b>HEART OR CIRCULAR DISORDERS</b>	
<b>STOMACH OR INTESTINAL DISORDERS</b>	
<b>ANY CONDITION CAUSING DIFFICULTIES SLEEPING</b>	
<b>CHRONIC CHEST DISORDERS</b>	
<b>ANY CONDITION REQUIRING MEDICATION TO A STRICT TIMETABLE</b>	
<b>PLEASE GIVE DETAILS OF ANY OTHER HEALTH OR MEDICAL CONDITION THAT MAY AFFECT YOUR HEALTH &amp; FITNESS AT WORK</b>	

**CRIMINAL RECORD**

*Convictions spent in accordance with the Rehabilitation of Offenders ACT 1972, need not to be declared.*

<b>HAVE YOU BEEN FINED OR IMPRISONED, PLACED ON PROBATION, DISCHARGED ON PAYMENT OF COSTS OR HAD ANY ORDER MADE AGAINST YOU BY A CRIMINAL, CIVIL OR MILITARY COURT OR PUBLIC AUTHORITY IN THE UK OR ANY OTHER COUNTRY (yes/no)</b>	
<b>HAVE YOU ANY ALLEGED OFFENCES OUTSTANDING AGAINST YOU</b>	
<b>IF YES TO ANY OF THE ABOVE, PLEASE GIVE DETAILS</b>	

**EMPLOYMENT HISTORY**

*Please record below your previous work history for the past five years, or back to school, starting with the most recent. Record all details of self-employment, military employment, unemployment, part-time work and periods in education.*

EMPLOYERS NAME, ADDRESS, TEL NO AND EMAIL ADDRESS	POSITION HELD	DATES FROM/ TO	REASONS FOR LEAVING
		FROM:  TO:	
		FROM:  TO:	
		FROM:  TO:	
		FROM:  TO:	
		FROM:  TO:	
		FROM:  TO:	

**PERSONAL REFERANCES**

*Please supply the full postal details of two persons we might approach to supply a personal reference. They must not be present or past employees of this company, relatives or people who share the same address as you. They must have known you for five years or more.*

NAME:	
ADDRESS:	
CONTACT TELEPHONE NO:	
EMAIL ADDRESS:	

NAME:	
ADDRESS:	
CONTACT TELEPHONE NO:	
EMAIL ADDRESS:	

**WORKING WITH GAINSBOROUGH EVENTS MANAGEMENT**

In accordance with current legislation all employees must provide the office with one of the following documents: -

A passport showing that the holder is a British Citizen.

A passport or other travel document showing that the holder has a right of abode in the UK.

A national passport or national identity card showing that the holder is a national of a European Economic Area (EEA) country or Switzerland.

A residence permit issued to a national from a European Economic Area (EEA) 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 United Kingdom as the family member of a national from an Economic Area (EEA) 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 United Kingdom, or has no time limit on their stay.

A passport or other travel document endorsed to show that the holder can stay in the United Kingdom 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 up employment.

**DECLARATION**

I declare that the information given on this document is true and complete to the best of my knowledge. I understand that any false statement or omission may render me liable for dismissal without notice, I understand that it may be a criminal offence to attempt to obtain employment by deception and that any misrepresentation, omission of a material fact or deception will be cause for immediate cancellation of consideration for employment. I hereby authorise Gainsborough Events Management Limited to verify information presented on my Application form, which may include sensitive personal data for the purposes of the Data Protection Act 1998 and the obtaining of documents and/or information covered by the European Directive 95/46 and/or by applicable domestic data protection legislation. I authorise Gainsborough Events Management Limited to perform reference checks of my employment and to contact the Department for Work and Pensions to confirm periods of unemployment (if applicable) I hereby understand and accept that, where applicable in respect of my employment history, this data may be sent and processed outside the United Kingdom in a country without specific data protection laws. I confirm that my consent is explicit, fully informed and freely given for the purposes of the act.

SIGNED .....

PRINT NAME .....

DATE .....