



ACOLYTE MANAGEMENT SERVICES LIMITED BS7858 VETTING APPLICATION FORM

This form must be completed in FULL BLOCK CAPITALS using Blue / Black ink.

Please read the notes in highlighted boxes – failure to do so may delay the process of your application

Section 1 – Personal Information					
Your full five year address history must be provided, including the month and year of each move to a new address.					
Have you ever served in the Armed Forces	Yes	No	Are you currently serving as a reservist	Yes	No
Title	First Name		Middle Name		
Middle Name	Surname		Have you ever been known by any other name?		
Yes		No			
If Yes, please list your previous name(s)			Date of change		
Home Telephone Number	Mobile		NI Number		
Email					
Your full five year address history must be provided, including the month and year of each move to a new address					
Current Address with postcode:	From		To		
Previous Address:	From		To		
Previous Address:	From		To		
Previous Address:	From		To		
Previous Address:	From		To		
Previous Address:	From		To		
Previous Address:	From		To		
Previous Address:	From		To		
Previous Address:	From		To		



Section 1.2 – Next of kin					
Please provide the contact details of your next of kin					
Title	Mr / Mrs / Miss / Ms / Other	First Name			
Middle Name		Surname			
Home Telephone Number		Mobile			
Email					
Address					
Section 1.3 – Driving Licence		Do you have a valid driving licence?	Yes	No	
		Do you have any points on your licence?	Yes	No	
		Details			
Section 1.4 – Uniform sizes (inches)					
Chest	Inside leg	Height	Waist	Collar	Shoe



Section 1.5 Convictions

Rehabilitation of Offenders Act 1974

You will appreciate that all companies in the Security Industry must refuse employment to the applicants who have unspent convictions. This means convictions not classed as 'spent' under the provisions of the Rehabilitation of Offenders Act 1974. The purpose of the Rehabilitation of Offenders Act 1974 is to give convicted persons a chance to 'live down' their convictions. If you have a conviction, it means that after a certain time has passed since the conviction it becomes 'spent' and you are entitled to ignore it when filling in your application form and answering questions asked by a member of our staff.

If you have a criminal conviction, imposed by either Civilian or Military Court, it is your responsibility to find out whether it is 'spent' or 'unspent'. Should you be in doubt about whether or not the conviction(s) is/are 'spent', make sure of your position by contacting a Citizen Advice Bureau, a Community Law Centre or, the Clerk of the Court where you were last sentenced. Please note; Failure to disclose an unspent conviction is in itself a criminal offence.

Do you have any cautions/convictions?	Yes	No
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(Failure to declare any unspent convictions may result in your application being rejected)

If Yes please provide details on a separate sheet.

If No please write NONE here

Section 2 – Education & Training

Do you have a valid SIA Licence?	Yes	No	Please record below type of Licence and Licence No.
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Security Guarding Licence No:		Expiry Date:	
Door Supervisor Licence No:		Expiry Date:	
CCTV Licence No:		Expiry Date:	

Are you a qualified First Aider?	Yes	No	If Applicable, Expiry Date:
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Section 2.1 – Education & Training

Please list any other professional training starting with the most recent first

Name and Address of Training Organisation /School/College	From (Month/Year)	To (Month/Year)	Course Title	Result



Section 3 – 5 Year Work History

Acolyte Management Services Ltd is obligated to screen all employees to the BS7858 standard. This means that we have to have confirmation of your full five-year work/education/unemployment history, where possible, by somebody within that organisation.

If, over the past five years, there are periods where you were not in full time education/employment or claiming any benefits then please make note of this in the relevant space and we will seek clarification of this from a reliable source.

Name & Address of Employer	From DD/MM/YY	To DD/MM/YY	Position	Brief description of duties	Reason for leaving
Company Name: Address: Post Code: Tel:					
Company Name: Address: Post Code: Tel:			Contact Name: Email:		
Company Name: Address: Post Code: Tel:			Contact Name: Email:		
Company Name: Address: Post Code: Tel:			Contact Name: Email:		
Company Name: Address: Post Code: Tel:			Contact Name: Email:		
Company Name: Address: Post Code: Tel:			Contact Name: Email:		



Section 3 – 5 Year Work History Continued

Name & Address of Employer	From DD/MM/YY	To DD/MM/YY	Position	Brief description of duties	Reason for leaving
Company Name: Address: Post Code: Tel:					
Company Name: Address: Post Code: Tel:			Contact Name: Email:		
Company Name: Address: Post Code: Tel:			Contact Name: Email:		
Company Name: Address: Post Code: Tel:			Contact Name: Email:		
Company Name: Address: Post Code: Tel:			Contact Name: Email:		
Company Name: Address: Post Code: Tel:			Contact Name: Email:		
Company Name: Address: Post Code: Tel:			Contact Name: Email:		



Section 4 – Additional Information

Please use this section to provide any additional information to support this document.

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Section 5 – References

5.1 Trade References – (Only required if self employed within the last 5 years)

Name
Address
Postcode
Contact Number
Email address
Relationship (e.g. ex-client)

Name
Address
Postcode
Contact Number
Email address
Relationship (e.g. ex-client)

5.2 Character References x 2 required

The referees should have known you for a minimum of 2 years (within the last 5 years). The referee cannot be a blood relation and should not live at the same address as you or another referee. They cannot be your employer or a previous employer and ideally the referee should be a person in authority and/or someone who knows you well. In the event of gaps in employment history an additional referee may be required to provide a witness statement to cover these gaps.

Name
Address
Postcode
Contact Number
Email address
Relationship (e.g. friend)
Length of time known

Name
Address
Postcode
Contact Number
Email address
Relationship (e.g. friend)
Length time known



Section 6 – Identity Documents and Eligibility to Work

Originals must be seen at the time of application and copies of originals must be signed by an Account Manager.

Please refer to the full list of acceptable documents at the back of the application form.

You will be required to provide identity documents including evidence of your right to work in the UK. You **MUST** provide:

- 2 x proofs of address (this can be a Utility Bill / Bank Statement in your own name showing your current address, it should be less than 3 months in date)
- 1 x proof of identity - Photographic Driving Licence or Passport or full Birth Certificate
- If applicant is Non-EU documents showing your right to work in the UK and a copy of your NI card
- Copy of valid SIA licence card

Section 7 – Authorisation & Agreement

- I understand that employment with the company is subject to satisfactory references and security screening in accordance with BS7858.
- I undertake to co-operate with the company in providing any required additional information required to meet the criteria.
- I authorise the Company and/or its nominated agent to approach previous employer, school/colleges, character referees and Government Agencies to verify that the information I have provided is correct.
- I authorise the company and/or its nominated agent to make a consumer information search with a credit reference agency, which will keep a record of that search and may share that information with other credit reference agencies
- I understand that the information I have provided in this application may be held on a computer and/or as a manual record.
- I consent to the company's reasonable processing of any sensitive personal information obtained for the purposes of establishing my medical condition and future fitness to perform my duties. I accept that I may be required to undergo a medical examination where requested by the Company, subject to the Access to Medical Records Act 1988, I consent to the results of such examinations to be given to the company, I understand and agree that if so required I will make a statutory declaration in accordance with the provision of the Statutory Declarations Act 1835, in confirmation of previous employment or unemployment.
- I hereby certify that, to the best of my knowledge, the details I have given in this application form are complete and correct
- I understand that if this application form is not completed in its entirety, I will not be considered for any position within the company
- I understand that any false statement or omission to the company or its representative may render me liable to dismissal without notice.
- I understand that any materials submitted with this form become a part of the application form and will be returned by Acolyte Management Services Ltd.
- I understand that it is my responsibility to ensure that Acolyte Management Services Ltd. always have a copy of my current, valid SIA licence(s)
- I understand that it is a requirement for all Non-EU employees to provide copies of their documents, annually on the anniversary of your start date with Acolyte Management Services Ltd.

Signature: _____

Print Name:

Date:

Please return your completed form to: hr@acolytemanagementservices.co.uk

Or alternatively to:

ACOLYTE MANAGEMENT SERVICES LTD
INTERNATIONAL HOUSE
61 MOSLEY STREET
MANCHESTER
M2 3HZ

Tel: +44 (0) 0330 133 3799

IF27/01– March 2022



Section 8 – Equal Opportunities Monitoring Form

This form will be used to monitor how Acolyte Management Services Ltd compares nationally (and locally) with regards to equal opportunities. It will not be held for any purpose other than monitoring. By completing and returning this section you are providing the organisation with your consent to this use.

This form is optional and anonymous. It does not constitute any part of the recruitment process and is separated from the application form on receipt by a member of staff who is not involved in the recruitment and selection process.

Please indicate the group you fall into: 18 – 24 25 – 34 35 – 44 45 – 54 55 – 64 65+	Please indicate your marital status: Single Married Civil Partnership Divorced Prefer not to say Other <i>(please state)</i>	Are you: Male Female	Religion: Christian Jewish Sikh Muslim Hindu Buddhist Rastafarian None Prefer not to say Other Religion <i>(please specify)</i>
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Ethnicity:

Please indicate what you believe your ethnic group is. Choose one section from A to F
(Please note the section below is optional)

A White British White European White Other <i>(please state)</i>	B Mixed White and Black Caribbean White and Black African White and Asian Other Mixed Background <i>(please state)</i>	C Asian or Asian British Indian Pakistani Bangladeshi Other Asian Background <i>(please state)</i>
D Black or Black British Caribbean African Other Black Background <i>(please state)</i>	E Chinese Other <i>(please state)</i> F Any Other Ethnic Group <i>(please state)</i>	Where did you hear about this vacancy? Newspaper Company Website Agency Word of Mouth Other <i>(please state)</i>

Section 9 – Final Check list of all items to be returned with this form, the more information we have to start with the quicker the vetting process! This is to be completed by Account Manager

- Acolyte Management Services BS7858 Disclosure Form, signed section 7
- Photocopy of Photo ID (signed and dated by Account Manager)
- 2 x proof of address photocopies (signed and dated by Account Manager)
- Right to work (Passport/Non-EU, photocopy of Permit to Work and NI number –signed and dated by Account Manager)
- Photocopy of signed SIA licence card (signed and dated by Account Manager)

Account Manager Name:
PRINTED

Date:

Proposed site:



List of acceptable documents

That can be used for proof of identity, proof of address and right to work.

Acceptable Proof of Identity Documents (1 document required):

Valid current Passport

Driving Licence (both parts-plastic card and paper format) **# see below.**

Original Full Birth Certificate - issued within 12 months of date of birth, showing both parents names. **Please note that a short birth certificate is not acceptable.**

UK Adoption Certificate

(**# not acceptable** if utilised for Proof of Address-see below)

N.B. Document must be validated 'original seen and verified by date....' by a responsible member of your staff.

Acceptable Proof of Address Documents (2 documents required)

Valid UK Firearms Licence (with photo)

Valid UK Driving Licence (**#** only in the event of **not** being used for Identity)

P45- issued in last twelve (12) months

P60- issued in last six (6) months

Bank, Building Society or Credit Card Statement (less than 3 months old)*

Mortgage Statement (less than 12 months old)*

Utility Bill (less than 3 months old) – **maximum of one (1) only acceptable per screening***

TV Licence - issued in last twelve months*

Pension, ISA or Endowment Statement - issued in last 12 months*

Letter from HMRC, DWP or Local Authority (less than 3 months old)*

Court Summons - issued in last 12 months*

Council Tax Statement - issued in last 12 months*

Child Benefit Book - issued in last 12 months*

Housing Tenancy/Rental Agreement-showing candidate as current occupier

Payslip, showing candidates address, employers name and logo (less than 3 months old)*

N.B. * less than 3 or 12 months old (as applicable) at time of supply to Acolyte Management Services Ltd. Document must show candidates name and current address and be validated 'original seen and verified by..... date....' by a responsible member of your staff.

Acceptable 'Right to work' Documents (1 Document required):

Passport: current or 'out of date' acceptable

Birth Certificate-accompanied by document confirming NI No (Tax letter etc)

Visa/ Work permit

Proof of NI

N.B. Document must be validated 'original seen and verified by..... date....' by a responsible member of your staff.

[Click Below to submit form](#)