



WISE SECURITY

THE WISE APPROACH

HOW TO COMPLETE YOUR APPLICATION FORM

Thank you for downloading a copy of our Application Form. Please follow the simple steps shown below which we hope will make your application a smooth and simple process.

If you are having any difficulties completing your Application Form please contact our offices on 020 8303 3466 where one of our administrative team will be more than happy to assist you.

Failure in **FULLY** completing the Application will result in your form NOT being processed!

- 1. Fully complete your Application Form answering all questions – If certain questions do not apply to you then please write No or N/A**
- 2. Bring your Application Form to your Interview along with the relevant supporting documentation (SEE BELOW ‘Supporting Documentation’)**
- 3. If you do not have an interview arranged then please either contact the office or send your application to: PO Box 288, Bexleyheath, DA7 9EW along with the relevant Supporting Documentation.**
- 4. Having attended an interview / sending in an application form, if you have not heard from us within 3 working days then please contact us to find out the outcome of your application**

Supporting Documentation

If **Attending an Interview** please ensure you bring **MASTER** and **COPIES** of the relevant documents listed below

If **Sending via post** please ensure relevant **COPIES** of documents are enclosed –

**Master copies will be vetted at your interview.*

Please ensure that ALL of the supporting documentation shown below is produced:

- Valid Passport
- Proof of Eligibility to work in the UK - **Required if you are NOT a British or European Citizen**
- **TWO** Utility Bills stating your Name and Address - For Example: (Driving License, Gas, Electric, or Phone Bill, Bank Statement or other)
- SIA License (**If Applicable**)
- Stewarding Qualification i.e. Certificates (**If Applicable**)

If you have any of the following, please enclose these with your application:

- Birth Certificate
- Driving Licence
- First Aid Qualifications
- Or any other H&S, Safety or Security Certificate / Qualification relevant to the job

Please note: Utility Bills etc MUST be no more than 3 months old

Wise Security Services Ltd, PO Box 288, Bexleyheath, DA7 9EW

Tel: 020 8303 3466 - Fax: 020 8303 3469 - Email: office@wisecurityservices.co.uk



APPLICATION FORM (WSSL9)

Please answer **ALL** relevant questions in clear BOLD capitals in your own handwriting – If certain sections do NOT apply to you write alongside the relevant question(s), NO or N/A.

To ensure compliance with British Standards 7858:2006 all applicants will be subject to a screening process. Failure to comply with this could lead to your application being ineligible.

Personal Details

| | | |
|--|---|----------------------|
| Title: Mr / Mrs / Miss / Ms | First Name(s): _____ | |
| Gender: Male / Female | Surname(s): _____ | |
| Date of Birth: _____ | Age: _____ | Height: _____ |
| Address: _____ _____ _____ | Home Tel: _____ | Mobile: _____ |
| Post Code: _____ | Email: _____ | |
| Nationality: _____ | How long have you Lived in the UK: _____ | |
| Do You Hold a Full UK Driving Licence: Yes / No | Are you permitted to work in the UK: Yes / No | |
| Driving Licence No: _____ | Place of entry into the UK (if applic): _____ | |
| Do you have a vehicle: Yes / No | Date of entry (if applic): _____ | |
| | Visa expiry date (if applic): _____ | |
| | N I Number: _____ | |

Wise Security requires TWO Character References - Ensure that you provide all relevant details stipulated below:

1. Character References cannot come from relatives of and / or persons living at the same address
2. Character References must have known you for a minimum of **2 years** within the past 5 years

| | |
|--|--|
| Name: _____ | Name: _____ |
| Address: _____ _____ _____ | Address: _____ _____ _____ |
| Post Code: _____ | Post Code: _____ |
| Tel: _____ | Tel: _____ |
| Fax (if applic): _____ | Fax (if applic): _____ |
| Email (if applic): _____ | Email (if applic): _____ |
| Period Known: _____ | Period Known: _____ |



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Experience / Qualifications

Have You Ever Worked In a Stewarding or Security Capacity? Yes / No
If Yes, Please Give Details and dates _____

Do you have any Stewarding Qualifications? Yes / No
If Yes, Please Complete the Following:

Name of Qualification: NVQ Level 2 In Spectator Safety Yes / No
If No, Please confirm Name of Qual: _____

Certificate NO: _____ Date Completed: _____

If you have started a Stewards Training Course but have not completed this please give details:

Do you have an SIA Licence? Yes / No **Please tick relevant box below:**
If Yes, Please Complete the Following: Close Protection Door Supervisor
Manned Guarding CCTV

SIA Licence No: _____

Valid From: _____ Valid to: _____

Do you have a current Physical Intervention qualification or similar? Yes / No
If Yes, Please Give Details and date of validation _____

Do you have a First Aid Qualification? Yes / No
If Yes, Please Give Details and date of validation _____

Valid from: _____ Valid to: _____

Do you have any other qualifications i.e. NVQ / Degree? Yes / No
If Yes, Please Give Details:



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Criminality Declaration

Do you have any Cautions or Convictions for Criminal offences, including motoring offences or pending actions, subject to the provisions of the Rehabilitation of Offenders Act 1974. Yes / No

If Yes, Please Specify Details and dates: _____

Have you ever been ejected or denied entry to a Football match, concert or any other Leisure activity or venue? Yes / No

If Yes, Please Specify Details and dates: _____

Health Declaration

Do You Suffer from any Illness, Condition or Disability? Yes / No

If Yes, Please Specify Details: _____

Do You Have any Learning Difficulties? Yes / No

If Yes, Please Specify Details: _____

Having been explained the details of your duties, do you feel that you are fit and capable of carrying them out: Yes / No

If No, Please Specify Details: _____

Next of Kin

Please give the name, telephone number and address of the person you wish us to contact as your next of kin if you are injured or taken ill whilst working with us:

Name: _____

Address: _____

Post Code: _____

Tel: _____ **Relationship:** _____

Credit Details:

Do you have any Bankruptcy proceedings or Court Judgments against you? Yes / No

If Yes, please give details: _____

*Misrepresentation, or failure to disclose the correct information may constitute grounds for immediate dismissal and/or legal action



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Employment History:

Wise Security requires a 5 year Employment / Back to School History - Please ensure that you provide all details stipulated below - **(Please note persons supporting your Employment History MUST be based in the UK)**

1. Period of employment / un-employment / self employment or schooling (if applic) for the last **5 Years**
2. For un-employment periods where you claimed benefits show the address of the un-employment Benefit office, the period of time you claimed and which type i.e. Incapacity Benefit or Job Seekers etc

| Employers Details | Employment Details | | |
|--|--|-------------------------|-----------------------|
| Name: Address: Post Code: Tel: Fax Email: | Position: Reason for Leaving: Full Time or Part Time | FROM: (Month / Year) | TO: (Month / Year) |
| Name: Address: Post Code: Tel: Fax Email: | Position: Reason for Leaving: Full Time or Part Time | FROM: (Month / Year) | TO: (Month / Year) |
| Name: Address: Post Code: Tel: Fax Email: | Position: Reason for Leaving: Full Time or Part Time | FROM: (Month / Year) | TO: (Month / Year) |

Additional Information:

Have you lived at your current address 3 years or more? **YES / NO (Please circle)**

If Yes, how long? _____ Years

If No, please complete the section below:

Previous Address (only complete this section if you have NOT lived at current address for 3 years)

Post Code: _____

City of Birth: _____



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Declaration:

PLEASE READ CAREFULLY BEFORE SIGNING THIS APPLICATION FORM

I understand that employment with Wise Security Services Ltd is subject to satisfactory references being obtained and security screening in accordance with BS 7858.

I undertake to cooperate with Wise Security Services Ltd in providing any additional information required to meet these criteria;

I authorize Wise Security Services Ltd and/or its nominated agent to approach previous, schools/colleges, character referees or Government Agencies to verify that the information I have provided is correct;

I authorize Wise Security Services Ltd to make 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 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 consent to Wise Security Services Ltd 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 Wise Security Services Ltd. Subject to the Access to Medical Records Act 1988, I consent to the results of such examinations to be given to Wise Security Services Ltd. I understand and agree that if so required I will make a Statutory Declaration in accordance with the provisions 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 are complete and correct.

I understand that any false statement or omission to the company or its representatives may render me liable to dismissal without notice.

I hereby declare that the information I have provided is true and correct to the best of my knowledge and that I have not withheld any information which might have an impact on my suitability for employment. I acknowledge and agree to uphold all necessary industry / company training requirements based on the company's procedures and that failure in doing so within the set timescale could restrict or stop me from receiving any further work until such time as the training is completed.

I [Full Name] (Print in Capitals): _____

DO SOLEMNLY AND SINCERELY DECLARE AND AGREE WITH ALL CONTENTS WITHIN THIS DOCUMENT AND MAKE THIS SOLEMN DECLARATION CONSCIENTIOUSLY BELIEVING THE SAME TO BE TRUE AND BY VIRTUE OF THE PROVISIONS OF THE STATUTORY DECLARATIONS ACT 1835.

Signature: _____

I agree that I may work for more than an average of 48 hours a week. If I change my mind, I will give my employer three months notice in writing to end this agreement.

Signed.....

Dated.....



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Office Use Only – Do NOT Complete:

INTERVIEW GUIDE

| |
|------------------------|
| Office Use Only |
| Venue: _____ |
| Date: _____ |
| Staff Type: _____ |

Identity Provided: Must have at least one item from section a *Two items if non EU Citizen*
 Must have at least two separate items from section B.
 Section C are additional items that are not compulsory

| Document Required | Original Seen | Photocopied | Copy Enclosed | Other |
|---|---------------|-------------|---------------|-------|
| SECTION A | | | | |
| PASSPORT / BIRTH CERTIFICATE | | | | |
| VISA / PROOF OF ELEGIBILITY TO WOR IN UK (if non EU Citizen) | | | | |
| ANY OTHER FORM OF PHOTO ID | | | | |
| SECTION B | | | | |
| UTILITY BILL (Supported with Name & Address) | | | | |
| UTILITY BILL (Supported with Name & Address) | | | | |
| BIRTH CERTIFICATE | | | | |
| DRVING LICENSE | | | | |
| STUDENT ID | | | | |
| OTHER, Please State () | | | | |
| OTHER, Please State () | | | | |
| OTHER, Please State () | | | | |
| SECTION C | | | | |
| SIA LICENSE | | | | |
| FIRST AID CERTIFICATE | | | | |
| STEWARDS CERT i.e. NVQ 2 In Spec Safety | | | | |
| OTHER, Please State () | | | | |
| OTHER, Please State () | | | | |

Employee Assessment

| | 1 | 2 | 3 |
|----------------------|---|---|---|
| APPEARANCE | | | |
| ATTITUDE | | | |
| CHARACTER | | | |
| COMMUNICATION SKILLS | | | |

| | SPORTS | READING | SOCIALISING | OTHER |
|-----------------------------------|--------|---------|-------------|-------|
| WHAT ARE THE APPLICANTS INTERESTS | | | | |

| | EXTRA INCOME | ENJOY THE WORK | OTHER |
|---------------------|--------------|----------------|-------|
| REASON FOR APPLYING | | | |

Successful: YES / NO (if NO please state reason)

Comments _____

Name of Interviewer: _____

Signature of Interviewer: _____

Date: _____



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JOB DESCRIPTIONS *(For Your Reference)*

Listed on the following pages are the different job functions / descriptions you can expect to carry out whilst working for Wise Security Services Ltd. By joining our company you are acknowledging and accepting the job functions / descriptions listed below.

The list is not exhaustive, but it covers all of the major positions and what your duties would be while carrying out these job functions.

Event

General Stewards Positions
General Security Positions
Access Control
Accreditation area
Backstage gate and Bars
Box Office
Camera Platform
Car Park Steward
Concessions stalls – Merchandise
Crowd Observer
Crowd Safety Steward
Delay Towers
Disabled Platform
Front of House Mixer
Fall Out Area
Fire Exit
Fire Marshall
Front of stage barrier
Front of stage ejection team
Gate Searching
H.L.S Land Area
Internal backstage positions
Perimeter Fence
Press Area
Press Pen
Queue Control

Relief Staff
Response Team
Seating Steward
Steward
Ticket Collection
Toilet Blocks
Traffic Marshalls
Watch Towers
Wrist Banding

Football

General Steward
Exit Gate
Hospitality
Response Team
Separation Line
Turnstiles
Supervisor
Track Steward



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GENERAL STEWARD JOB DESCRIPTION

- Be polite, courteous and helpful to all members of the public. Assist in passing out information as required.
- Assist in monitoring crowd density and disperse the audience to less populated areas.
- Report an occurrence among public, to you supervisor / control.
- Staff your designated area and do not leave your post unless relieved by another staff member.
- Know the location of and be able to operate effectively the fire fighting equipment that is provided on site/venue.
- Know the location of the first aid point and any first aid equipment kept elsewhere.
- Comply promptly with any instruction in an emergency by the supervisor / safety officer.
- Report to the supervisor or venue any damages or defect which is likely to pose a threat to yourself, other staff members or any visitors.
- Assist as required in the evacuation of the site / venue.
- Carry out pre-event safety checks
- Monitor signs of overcrowding
- Comply with Ground Regulations / Venue rules
- Raising the Alarm in the event of an Emergency
- Ensure you are familiar with the areas you are working in i.e. Emergency Telephones / Exits etc
- Be Pro-active at all times
- Ensure customer care is taken into consideration at all times
- Attend pre-event briefing
- Attend de-briefing

Duties over and above will be explained by your Supervisor



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GENERAL SECURITY JOB DESCRIPTION

- Responsible to ensure that access is only given to persons with the relevant pass and / or accreditation.
- Ensure that items are not removed without the relevant clearance.
- Staff your designated area and do not leave your post unless relieved by another staff member or authorised by a supervisor.
- Assist with Searching Public for any un-authorised items upon entry
- Monitor the crowd throughout the event for signs of distress or overcrowding and take action, inform your supervisor.
- Prevent unauthorised persons, as far as possible, from climbing fences and other structures.
- Identify and report any incident or occurrence among public, to supervisor / management.
- Know the location of and be able to operate effectively the fire-fighting equipment that is provide onsite / venue
- Know the location of the first aid point and any first aid equipment kept elsewhere.
- Be fully conversant with any methods or signals used to alert staff that an emergency has arisen.
- Be capable of recognising potential fire hazards and suspect packages, reporting such finding immediately to the supervisor / management.
- Capable of ejecting persons from a venue where necessary as instructed by your SPV
- Carry out pre-event checks
- Comply with Ground Regulations / Venue rules
- Raising the Alarm in the event of an Emergency
- Ensure you are familiar with the areas you are working in i.e. Emergency Telephones / Exits etc
- Pro-active at all times
- Ensure customer care is taken into consideration at all times
- Report to the supervisor or venue any damages or defect which is likely to pose a threat to public safety.
- Assist as required in the evacuation of the site / venue
- Assist in the prevention of breaches of site / venue regulations.

Duties over and above will be explained by your Supervisor