

Natalie Cox

From: Website [site@phoenixsecurityuk.co.uk]  
Sent: 13 October 2012 11:23  
To: Jobs  
Subject: Join Our Team

8189



**PHOENIX SECURITY**

SECURITY IS NOT AN ISSUE

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## Website Form Submission

Saturday, 13th October 2012 - 11:22

### Personal information

Ref: PSJ20  
Position: Door Supervisor  
Area: North East  
First Name:  
Surname:  
Address: Darlington  
Co. Durham  
Postcode:  
Date of birth:  
Marital status: Divorced  
Place of birth\*: Darlington  
Nationality\*: British  
National insurance number\*:  
Email:  
Tel:  
Mobile:  
Permission to send pay slips/correspondence by email?\*: yes  
Car owner?\*: yes  
Current driving licence?\*: yes  
Driving licence number\*:  
Expiry date\* (dd/mm/yyyy): 13/07/2021

**Details of SIA licence(s)**

Licence Type\*    Licence Number    Expiry date  
 Door Supervisor                      19/01/2013

- Please give details of any additional training courses that you may have completed**
- ◆ Level 5 Theories and Principles for Planning and Enabling Learning and Assessment (TPPELA)
  - ◆ Level 4 Foundation in Teaching in the Lifelong Learning Sector (FTLLS)
  - ◆ Level 4 Preparing to Teach in the Lifelong Learning Sector (PTLLS)
  - ◆ Successfully completed the 1st year of the In Service Certificate of Education at Teesside University
  - ◆ Level 3 Information, Advice and Guidance
  - ◆ Level 3 Delivery of Conflict Management
  - ◆ Level 3 Delivers of Physical Intervention
  - ◆ Level 3 A1 NVQ Assessor
  - ◆ Level 3 Key Skills English
  - ◆ NVQ Level 3 Telecommunications & Management

**Please give details of 2 people who have known you at least 5 years and are able to confirm your employment/self employment or unemployment details**

<b>Name*</b>		<b>Name*</b>	
<b>Relationship to applicant*</b>	Friend	<b>Relationship to applicant*</b>	Friend
<b>Address*</b>		<b>Address*</b>	
	Darlington		Darlington
<b>Postcode*</b>		<b>Postcode*</b>	
<b>Telephone/mobile number*</b>		<b>Telephone/mobile number*</b>	
<b>Known from* (dd/mm/yyyy)</b>		<b>Known from* (dd/mm/yyyy)</b>	
<b>Known to* (dd/mm/yyyy)</b>	To date	<b>Known to* (dd/mm/yyyy)</b>	To date

**Personal history**

The security screening process requires us to verify your personal history for a period of 5 years or to date of leaving school. Please give details of your personal history, without any gaps including periods of employment, self employment, unemployment, school/college/uni.

Start Date\* (dd/mm/yyyy)  
 End date\* (dd/mm/yyyy)  
 Company Name\*                      HM Forces (Army)  
 Company Address\*                    HM Forces  
 Company Telephone number\*        Not Known  
 Position held\*                         Senior Non-Commissioned Officer  
 Reporting to\*                            Commanding Officer  
 Reason for leaving\*                    End of Contract

In case of periods of self employment, please give names and addresses of someone who can confirm your details (book keeper, accountant or solicitor)

Start Date\* (dd/mm/yyyy)

End date\* (dd/mm/yyyy)

Company Name\*

Company Address\*

North Yorkshire

Company Telephone number\*

Not Known

Position held\*

Training Advisor

Reporting to\*

Office manager

Reason for leaving\*

Redundancu

In case of periods of self employment, please give names and addresses of someone who can confirm your details (book keeper, accountant or solicitor)

Start Date\* (dd/mm/yyyy)

End date\* (dd/mm/yyyy)

To date

Company Name\*

Company Address\*

Hamps

Company Telephone number\*

Position held\*

Training Assessor & Consultant

Reporting to\*

PQC

Reason for leaving\*

Not left

In case of periods of self employment, please give names and addresses of someone who can confirm your details (book keeper, accountant or solicitor)

**Statement to be read fully and signed by applicant**

BS7858:2008 requires that we conduct a consumer information check with a credit reference agency for all new employees.

Have you ever been declared bankrupt or insolvent?\* no

Are you the subject of any County Court judgement or proceedings?\* no

If yes, please supply details\* ;

Phoenix Security will charge you £5.00 for this check. This fee will be taken off your first weeks wage.

Do you give permission for the credit check to be carried out by Phoenix Security/Phoenix Eye?\* no

To work for Phoenix Security you will be given an armband (£5.50) and a tie (£7.00) - there will be a charge, which will yes

also be taken from your first weeks wage.

Tick to confirm you have read this

Confirm you have read the Terms                      yes

## Code of Conduct

1. At all times, maintain the agreed standards of personal appearance and uniform, no facial piercing and deportment appropriate to the event or establishment and not to act in a manner that is likely to bring discredit to Phoenix Security or to the client.
2. Greet all visitors to the venue in a friendly and courteous manner. You should give assistance to any person on the premises who is injured or distressed.
3. Use moderate language at all times when dealing with members of the public and other members of staff employed at the Client's establishment. Never use aggressive or threatening behaviour towards customers or staff.
4. Act fairly and not unlawfully, do not discriminate against any person on the grounds of colour, race, religion, sex or disability (and to be prepared to justify your actions.)
5. Never solicit or accept any bribes or other considerations from any person, nor fail to account for any money or property received during the course of your employment
6. Do not fraternize with customers, friends or relations whilst on duty.
7. Do not to drink alcohol, or be under the influence of alcohol or any illegal substance, when reporting for duty, or whilst on an assignment.
8. Never abuse your position of authority and immediately report any incidents involvement with the police that may affect your continued ability to work on assignments as a Door Supervisor.
9. You should give due consideration concerning the admission of persons suspected of being under age or under the influence of drink or drugs. The final decision will always lie with the licensee or his deputy.
10. Never carry an offensive weapon.
11. Always sign in upon commencement and the end of your duties.
12. Don't chew gum or use mobile telephones whilst on duty.
13. Only smoke, eat or drink soft drinks during breaks in designated areas as instructed by the Clients representative.
14. You should prominently display your SIA licence at all times.
15. Every Door Supervisor should be aware of the evacuation procedure and position of the fire points of the venue.
16. You should control the numbers of persons admitted to the premises so as to prevent overcrowding in line with the numbers laid down and as instructed by the licensee or deputy manager.

I have read and understood the above Codes of Conduct and shall abide by them at all times whilst on duty. YES

Failure to comply with any of the above Codes may result in dismissal or disciplinary proceedings

I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE, THE INFORMATION I HAVE GIVEN IS COMPLETE AND CORRECT, AND I UNDERSTAND THAT MISREPRESENTATION OF FACTS IS GROUNDS FOR IMMEDIATE DISMISSAL AND RENDERS ME LIABLE FOR PROSECUTION. I AUTHORISE THE COMPANY TO APPROACH ANY GOVERNMENT AGENCIES, FORMER EMPLOYERS AND PERSONAL REFEREES TO VERIFY THE INFORMATION GIVEN, AND WILL SUPPLY A STATUTORY DECLARATION IF REQUIRED (YOUR PRESENT EMPLOYER WILL NOT BE APPROACHED WITHOUT YOUR PERMISSION) I ALSO REALISE THAT BY SIGNING THIS DECLARATION I AUTHORISE THE COMPANY TO DEDUCT THE AGREED AMOUNT FROM MY WEEKLY WAGE IN RESPECT OF PAYMENT FOR UNIFORM, ADDITIONAL TRAINING OR LICENCE COST. I ALSO AGREE THAT SHOULD I LEAVE THE COMPANY AND THERE IS A

BALANCE OUTSTANDING FOR ANY MONEY OWED TO THE COMPANY THIS WILL BE DEDUCTED FROM MY FINAL WAGE SETTLEMENT.

**Applicants signature (type in name)\***

**Date (dd/mm/yyyy)\***

**Email address for copy to be sent to\***

**File uploads**

