



G4S Secure Solutions Isle of Man Limited

IMPORTANT INFORMATION

Dear Colleague

Thank you for your interest in working for G4S Secure Solutions (Isle of Man) Limited.

We provide critical support services to customers that include schools, hospitals and the police as well as the private sector. It is essential therefore that we are trusted by our customers to support such sensitive environments. Part of this trust comes from screening all applicants prior to employment.

Please make sure that you complete your application form accurately and do not leave anything out - dates, names, addresses and email addresses are all very important. Any incomplete application forms received will be returned and may delay your application. We Will not except 'SEE CV' on the application form

5 year Personal and employment History

All employment (whether temporary, permanent or voluntary) to be covered with date ie - DD/MM/YYYY. A named person to be contacted (NOT HR Department), their job title and contact details, such as email address and telephone number. **Please note we do not contact your current employer until you have given permission to do so.**

In the event that a company is no longer in business we would require documentary evidence to support your application. This could include redundancy Letters, T14, Contract of Employment to evident dates of employment.

- **Self employment.** Provide the details of two referees who can vouch for you. This should include an accountant or Solicitor acting on your behalf during the course of business.
- **Education .** A person's name to be contacted at the school/college or university to provide a reference.
- **Unemployment.** If claiming benefits, Please state the benefit claimed. If not claiming benefit then please provide an additional personal reference.
- **Military.** Relevant service release documentation for periods in the forces.
- **Any other Gaps.** all gaps need to be covered, with the exception of vacation gaps between education terms. Any period where you have been a housewife/husband/carers or had any other gap in employment needs to be confirmed by an additional Personal Reference.

Personal Reference

The referee you provide will be asked to confirm your personal and employment history, your integrity and suitability for employment, so they need to have known you personally over the last 5 years. Please ensure that the referee's name, address, telephone number and email address are included on the application form. Make sure that your personal referee is happy to provide a reference, knows that we shall be contacting them and that they will respond to our enquiries promptly.

Declaration

Submitting your Application Form means that you are agreeing to our policies and requirements. If you provide false information or deliberately leave out something relevant, it may disqualify you from our selection process. If we discover this after we've appointed you, you could be dismissed.