



Nationwide Management Services Ltd

Employee Starter Pack

- 1. Please ensure that all questions in this application are completed in block capitals and that all questions are answered.**

Enclosed:

- **Employment Questionnaire**
- **Medical Questionnaire**
- **Equal Opportunities**
- **Working Time Opt-Out Agreement**

- 2. When returning this pack to Nationwide Management Services please ensure it is accompanied by the following documentation:**

- **Photographic prove of identification;
E.g. Driving licence or valid Passport**
- **SIA Badge**
- **Birth Certificate**
- **Utilities Bill**
- **Passport Photograph x 3**
- **Visa (if applicable)**

Important: Failure to provide Personal Referee Details as requested will result in your application being delayed or even terminated.



EMPLOYMENT APPLICATION

APPLICANT INFORMATION										
Last Name		First			Date of Birth					
Street Address										
City			County		Post Code					
Phone			E-mail Address							
Date Available		National Insurance No.			Initial Salary					
Position Applied for										
Are you a citizen of the United Kingdom?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		If no, are you authorized to work in the U.K.?		YES <input type="checkbox"/>		NO <input type="checkbox"/>
Do you own a Dog?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Do you hold a valid UK Driving License?		Number:		
Have you ever been convicted of a felony?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		If yes, explain				
<i>(Declaration subject to the Rehabilitation of Offenders Act 1974)</i>										

PLEASE TELL US WHY YOU APPLIED FOR THIS JOB AND WHY YOU THINK YOU ARE THE BEST PERSON FOR THE JOB.

EDUCATION

College		Address							
From	To	Did you graduate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Qualifications Gained			
College		Address							
From	To	Did you graduate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Qualifications Gained			
Other		Address							
From	To	Did you graduate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Qualifications Gained			
Other		Address							
From	To	Did you graduate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Qualifications Gained			

REFERENCES*Please list three professional references.*

Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			

PREVIOUS EMPLOYMENT

Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	£	Ending Salary £
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	£	Ending Salary £
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	£	Ending Salary £
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

(No approach will be made to your present employer before an offer of employment is made to you.)



Pay Run:

Payment of hours served is calculated as follows;

- Hours are calculated and paid **MONTHLY** from the 16th of the month over to the 15th of the second month and are paid on the following 1st of the month.
If the 1st day of the month falls on a Saturday, Sunday, or Bank Holiday, payments will be made the next working day. If for any reason you cannot settle with monthly payments, you should notify a member of staff with reasonable reason as to why you cannot be paid on a monthly basis.

Example 1; if you were to commence work on the 1st of February, you would be paid on the 1st of March for any hours done from the 1st of February to the 15st of February, and would be paid in FULL the next following month, which for purposes of the example, would be April.

Example 2; If you were to commence work on the 16th of February, you would be paid on the 1st of April for any hours done from the 16th of February to the 15th of March.

- **By signing this contract for Nationwide Management Services Ltd you agree to these terms and they shall not be changed or audited unless for good reason.**

NAME:

DATE:

SIGNED:

SECURITY INDUSTRY AUTHORITY LICENCE

I.D Number	Expires:
Type of License Gained	

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature

Date

INTERNAL OFFICE USE ONLY

H&S	
T&C	

P.I		
SIAB		
UB		

VETTING FROM: / /

VETTING BY:
(12 / 16 weeks from the above date) / /

APPLICATION FOR SIA BADGE NUMBER.....

EMPLOYMENT AS:

COAT SIZE: ...M L XL XXL XXXL
VEST SIZE: M L XL XXL XXXL
COLLAR SIZE:

PERSONAL REFEREES

PLEASE GIVE DETAILS OF TWO PEOPLE, OTHER THAN FAMILY WHO HAVE KNOWN YOU WELL WHO WE CAN APPROACH FOR A REFERENCE:

Name:

Address:

Period Known:

TEL NO:

Name:

Address:

Period Known

TEL NO:

HAVE YOU BEEN BANKRUPT? YES/NO/PREFER NOT TO SAY

DO YOU HAVE ANY COUNTY COURT JUDGEMENTS? YES/NO

DO YOU OBJECT TO THE COMPANY CONTACTING A CREDIT AGENCY, REFERENCE YOURSELF? YES/NO

MEDICAL QUESTIONNAIRE

The following information is retained in the strictest of confidence and will assist us (Nationwide Security Ltd), as far as reasonably practicable, your health, safety and welfare.

Should any additional information be required from your medical practitioner, the law requires us to inform you of our intention and to obtain your written consent before hand.

Please read the following questions carefully and answer as accurately as possible.

Have you ever or currently suffering/ suffered from any of the following?:

Fainting, blackouts, epilepsy or fits	Y	N	Claustrophobia or vertigo	Y	N
Diabetes	Y	N	Back pain	Y	N
Typhoid, paratyphoid	Y	N	Have difficulty standing for long periods.	Y	N
Dysentery or recurring diarrhea	Y	N	Have difficulty in climbing stairs	Y	N
Tuberculosis	Y	N	Have difficulty bending or stooping.	Y	N
Eczema or skin trouble	Y	N	Have any type of serious fracture.	Y	N
Asthmatic attacks or chest problems	Y	N	Suffered/ are suffering from any form of mental illness.	Y	N
Heart problems or high blood pressure.	Y	N	Recurrent infections or illnesses.	Y	N
Arthritis, rheumatism or gout	Y	N	Had any major operations.	Y	N
Joint, ligament or tendon trouble	Y	N	Have difficulty in writing.	Y	N
Rupture or hernia	Y	N	Have difficulty in reading.	Y	N
Currently taking any form of prescribed medication.	Y	N	Suffer from colour blindness.	Y	N
Defective vision (not corrected by glasses or contact lenses).				Y	N
Deafness or difficulty hearing (not corrected by any form of hearing device).				Y	N
Any medical condition that may affect your suitability for employment.				Y	N
Are you currently or expect to receive any medical treat in the near future?				Y	N
Have you received hospital treatment during the last three years (3 years)?				Y	N
Have you been absent from work, school or full time education for more than two successive weeks in the last three years (other than holidays)?				Y	N
Are you or have you ever been registered disabled?				Y	N
Having explained the details of the job requirements do you feel that you will have any problems in carrying out your duties?				Y	N

Section 2

Is there anything in your circumstances that would be detrimental to you working nights?	Y	N
Do you smoke:	Y	N

If your answer is "yes" approximately how many do you smoke per day:

.....

Do you drink alcohol?	Y	N
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If your answer is "yes" approximately how many units per week:

.....

Name: **Signature:**

Date:.....

Additional information:

**If you would like to expand on any of your answers, please continue on the reverse.*

EQUAL OPPORTUNITIES

MONITORING ETHNICITY

The following sets out categories for monitoring ethnicity. We ask you to respond to this information request positively as it will help us ensure that our policies and practices do not inadvertently discriminate against you because of your ethnicity. NationWide Security Services Ltd assures you that any information you provide here will only be used to monitor the effectiveness of our policies and we will take steps to ensure this information remains confidential to a limited number of staff in our HR directorate.

Our guidance throughout recognises that monitoring is strictly confidential but not anonymous. Pay numbers are a way to identify employees for monitoring purposes to ensure fairness and access to opportunity. Questions:

How would you describe yourself?
Choose ONE section from A to E, and then tick the appropriate box

A	<input type="checkbox"/> Asian or Asian British
	<input type="checkbox"/> Bangladeshi
	<input type="checkbox"/> Indian
	<input type="checkbox"/> Pakistani
	<input type="checkbox"/> Any other Asian background, please write in box
B	<input type="checkbox"/> Black or Black British
	<input type="checkbox"/> African
	<input type="checkbox"/> Caribbean
	<input type="checkbox"/> Any other Black background, please write in box
C	<input type="checkbox"/> Chinese or other ethnic group
	<input type="checkbox"/> Chinese
	<input type="checkbox"/> Any other, please write in box
D	<input type="checkbox"/> Mixed Heritage
	<input type="checkbox"/> White and Asian
	<input type="checkbox"/> White and Black African
	<input type="checkbox"/> White and Black Caribbean
	<input type="checkbox"/> Any other Mixed background, please write in box
E	<input type="checkbox"/> White
	<input type="checkbox"/> British
	<input type="checkbox"/> English
	<input type="checkbox"/> Irish
	<input type="checkbox"/> Scottish
	<input type="checkbox"/> Welsh
	<input type="checkbox"/> Any other White background, please write in box
F	<input type="checkbox"/> Prefer not to say

DISABILITY MONITORING

To make positive changes, NationWide Management Services Ltd wants to address the different barriers faced by disabled people. Many people who do not consider themselves to be disabled may be covered by the Equality Act 2010 because they have a health condition that has an impact on their lives.

What do we mean when we say disability?

- Do you have a physical or mental impairment?
- Is it long term?
- Does this make it difficult for you to do the things that most people do on a fairly regular and frequent basis?

If so, you may have rights under the Equality Act 2010. This includes people who are receiving treatment or using equipment (except glasses or contact lenses) that alleviates the effects of an impairment or a condition, people with an impairment or condition that is likely to recur, people who have conditions that will get worse over time and people with severe disfigurements.

Employees with a disability or health condition are entitled in law to 'reasonable adjustments' to address their needs for support in the workplace. Therefore we are interested in any disability or health condition that may require a reasonable adjustment to overcome any such barriers.

Monitoring questions:

Do you consider yourself to have a disability or a long-term health condition?

Yes No

What is the effect or impact of your disability or health condition?

Prefer not to say

If you would like to discuss your response, or are unsure of the types of reasonable adjustment that might be possible, please contact your manager who is trained to help and support you.

Nationwide Management Services Ltd is committed to creating an environment where barriers are removed for disabled people and they can give of their best to succeed in our organisations.

Nationwide Management Services Ltd gives a commitment that this information will remain confidential within HR.

GENDER MONITORING

Concentrations of either men or women into certain jobs, the impact of family commitments are some reasons why men and women experience the workplace differently. Gender monitoring is key to ensuring that all employees have access to the same opportunities and NationWide Management Services Ltd is committed to work at achieving this.

Monitoring question:

Would you describe yourself as:

Male Female

Prefer not to say

SEXUAL ORIENTATION

Monitoring sexual orientation in our staff and in our recruits is a significant step towards acknowledging gay, lesbian and bi sexual staff within Nationwide Management Services Ltd.

Nationwide Management Services Ltd seeks to become an exemplar employer and make sure our processes and practices are fair to all staff.

Please help us and do this by completing the following questions around your sexual orientation.

Monitoring question:

What is your sexual orientation?

Bisexual

Gay man

Gay Woman / Lesbian

Heterosexual / Straight

Other

Prefer not to say

Nationwide Management Services Ltd will only use this information for ensuring its staff policies work fairly for all and that your sexual orientation does not count against you.

We will ensure in any analysis that is made public that it will not be possible to identify you.

AGE MONITORING

We all have an age. Age discrimination regulations in the workplace are designed to ensure that you are judged only by your abilities and not your age. Greater experience does not always associate itself with greater ability and neither does older age and inability to learn new skills. By monitoring age we seek to uncover these and other assumptions in the way we work in Nationwide Management Services Ltd.

We intend to set up a database to review and adjust annually for age. To help us confirm your age please state your date of birth.

RELIGION AND BELIEF

Whether or not you have a religion and what you do or don't believe in is likely to make difference to you and how you perceive the world. These perceptions are carried across into our workplaces.

It is said by some that what you do or don't believe is a private matter that should have no effect on your job. It is indeed a private matter but it would be disingenuous to say that it had no effect on your employment.

For example, Nationwide Management Services Ltd running training events or promotion panels during periods of religious fasting for some colleagues may well place them at a disadvantage in these instances.

Nationwide Management Services Ltd is committed to ensuring fairness and equal access to all employees whatever their faith or beliefs.

Below is a list of religions that are the most commonly found in the U.K. They are listed in alphabetical order and not intended to signify rank in terms of importance, furthermore we acknowledge that the list is not exhaustive and if your religion is not specifically listed then we ask you not to take offence as none was intended.

Monitoring question:

Please tick the box that best describes you:

- Buddhist
- Christian
- Hindu
- Jew
- Muslim
- Sikh
- Other Religion or Belief (please state)
- No Religion
- Prefer not to say

Are you part of a trade union? YES / NO

Have you ever considered being part of a trade union? YES / NO

Have you ever been involved in an employment tribunal? YES / NO

Where did you hear about us?

Job Centre Plus

On site signage

Facebook

Google search

Friend who is employed by the company

Family member who is employed by the company

Other: *please specify*

.....

48 HOUR OPT OUT AGREEMENT

THE 48 HOUR MAXIMUM AVERAGE WORKING WEEK

This Agreement is made between

Nationwide Management Services Ltd
Suite 102 Graeme House, Derby Square, Liverpool, Merseyside, L2 7ZH

("the Company")

And

("the Worker")

48 hour maximum average working week

The Working Time Regulations 1998 provide that the average working week, including overtime, shall not exceed 48 hours. The Company and the Worker agree that this limit shall not apply to the Worker. This Agreement will remain in force indefinitely. The Worker, or the Company, may terminate this Agreement at any time by giving not less than three months' written notice to the other.

SIGNATURE: _____
Worker

SIGNATURE: _____
On behalf of Nationwide Management Services Ltd

NAME: _____

NAME: _____

DATE: _____

DATE: _____

PRIVACY NOTICE FOR EMPLOYEES/WORKERS

In accordance with the General Data Protection Regulation (GDPR), we have implemented this privacy notice to inform you, our employees, of the types of data we process about you. We also include within this notice the reasons for processing your data, the lawful basis that permits us to process it, how long we keep your data for and your rights regarding your data.

This notice applies to current and former employees and workers.

A) DATA PROTECTION PRINCIPLES

Under GDPR, all personal data obtained and held by us must be processed according to a set of core principles. In accordance with these principles, we will ensure that:

- a) processing is fair, lawful and transparent
- b) data is collected for specific, explicit, and legitimate purposes
- c) data collected is adequate, relevant and limited to what is necessary for the purposes of processing
- d) data is kept accurate and up to date. Data which is found to be inaccurate will be rectified or erased without delay
- e) data is not kept for longer than is necessary for its given purpose
- f) data is processed in a manner that ensures appropriate security of personal data including protection against unauthorised or unlawful processing, accidental loss, destruction or damage by using appropriate technical or organisation measures
- g) we comply with the relevant GDPR procedures for international transferring of personal data

B) TYPES OF DATA HELD

We keep several categories of personal data on our employees in order to carry out effective and efficient processes. We keep this data in a personnel file relating to each employee and we also hold the data within our computer systems, for example, our holiday booking system.

Specifically, we hold the following types of data, as appropriate to your status:

- a) personal details such as name, address, phone numbers
- b) name and contact details of your next of kin
- c) your photograph
- d) your gender, marital status, information of any disability you have or other medical information
- e) right to work documentation
- f) information on your race and religion for equality monitoring purposes
- g) information gathered via the recruitment process such as that entered into a CV or included in a CV cover letter
- h) references from former employers
- i) details on your education and employment history etc
- j) National Insurance numbers
- k) bank account details
- l) tax codes
- m) driving licence
- n) criminal convictions
- o) information relating to your employment with us, including:
 - i) job title and job descriptions
 - ii) your salary
 - iii) your wider terms and conditions of employment
 - iv) details of formal and informal proceedings involving you such as letters of concern, disciplinary and grievance proceedings, your annual leave records, appraisal and performance information
 - v) internal and external training modules undertaken
 - vi) information on time off from work including sickness absence, family related leave etc

- p) CCTV footage
- q) building access card records
- r) IT equipment use including telephones and internet access.

C) COLLECTING YOUR DATA

You provide several pieces of data to us directly during the recruitment period and subsequently upon the start of your employment.

In some cases, we will collect data about you from third parties, such as employment agencies, former employers when gathering references or credit reference agencies.

Personal data is kept in files or within the Company's HR and IT systems.

D) LAWFUL BASIS FOR PROCESSING

The law on data protection allows us to process your data for certain reasons only. In the main, we process your data in order to comply with a legal requirement or in order to effectively manage the employment contract we have with you, including ensuring you are paid correctly.

The information below categorises the types of data processing, appropriate to your status, we undertake and the lawful basis we rely on.

Activity requiring your data	Lawful basis
Carry out the employment contract that we have entered into with you e.g. using your name, contact details, education history, information on any disciplinary, grievance procedures involving you	Performance of the contract
Ensuring you are paid	Performance of the contract
Ensuring tax and National Insurance is paid	Legal obligation
Carrying out checks in relation to your right to work in the UK	Legal obligation
Making reasonable adjustments for disabled employees	Legal obligation
Making recruitment decisions in relation to both initial and subsequent employment e.g. promotion	Our legitimate interests
Making decisions about salary and other benefits	Our legitimate interests
Ensuring efficient administration of contractual benefits to you	Our legitimate interests
Effectively monitoring both your conduct, including timekeeping and attendance, and your performance and to undertake procedures where necessary	Our legitimate interests
Maintaining comprehensive up to date personnel records about you to ensure, amongst other things, effective correspondence can be achieved and appropriate contact points in the event of an emergency are maintained	Our legitimate interests
Implementing grievance procedures	Our legitimate interests
Assessing training needs	Our legitimate interests
Implementing an effective sickness absence management system including monitoring the amount of leave and subsequent actions to be taken including the making of reasonable adjustments	Our legitimate interests
Gaining expert medical opinion when making decisions about your fitness for work	Our legitimate interests
Managing statutory leave and pay systems such as maternity leave and pay etc	Our legitimate interests
Business planning and restructuring exercises	Our legitimate interests
Dealing with legal claims made against us	Our legitimate interests
Preventing fraud	Our legitimate interests
Ensuring our administrative and IT systems are secure and robust against unauthorised access	Our legitimate interests
Providing employment references to prospective employers, when our name has been put forward by the employee/ex-employee, to assist with their effective recruitment decisions	Legitimate interest of the prospective employer

E) SPECIAL CATEGORIES OF DATA

Special categories of data are data relating to your:

- a) health
- b) sex life
- c) sexual orientation
- d) race
- e) ethnic origin
- f) political opinion
- g) religion
- h) trade union membership
- i) genetic and biometric data.

We carry out processing activities using special category data:

- a) for the purposes of equal opportunities monitoring
- b) in our sickness absence management procedures
- c) to determine reasonable adjustments

Most commonly, we will process special categories of data when the following applies:

- a) you have given explicit consent to the processing
- b) we must process the data in order to carry out our legal obligations
- c) we must process data for reasons of substantial public interest
- d) you have already made the data public.

F) FAILURE TO PROVIDE DATA

Your failure to provide us with data may mean that we are unable to fulfil our requirements for entering into a contract of employment with you. This could include being unable to offer you employment, or administer contractual benefits.

G) CRIMINAL CONVICTION DATA

We will only collect criminal conviction data where it is appropriate given the nature of your role and where the law permits us. This data will usually be collected at the recruitment stage, however, may also be collected during your employment. We use criminal conviction data to determine your suitability, or your continued suitability for the role. We rely on the lawful basis of your CRB check to process this data.

H) WHO WE SHARE YOUR DATA WITH

Employees within our company who have responsibility for recruitment, administration of payment and contractual benefits and the carrying out performance related procedures will have access to your data which is relevant to their function. All employees with such responsibility have been trained in ensuring data is processing in line with GDPR.

Data is shared with third parties for the following reasons: for the administration of payroll

We may also share your data with third parties as part of a Company sale or restructure, or for other reasons to comply with a legal obligation upon us. We have a data processing agreement in place with such third parties to ensure data is not compromised. Third parties must implement appropriate technical and organisational measures to ensure the security of your data.

We do not share your data with bodies outside of the European Economic Area.

I) PROTECTING YOUR DATA

We are aware of the requirement to ensure your data is protected against accidental loss or disclosure, destruction and abuse. We have implemented processes to guard against such.

J) RETENTION PERIODS

We only keep your data for as long as we need it for, which will be at least for the duration of your employment with us though in some cases we will keep your data for a period after your employment has ended. Some data retention periods are set by the law. Our retention periods are: Retention periods can vary depending on why we need your data, as set out below:

(12 to 24 months)

K) AUTOMATED DECISION MAKING

Automated decision making means making decision about you using no human involvement e.g. using computerised filtering equipment. No decision will be made about you solely on the basis of automated decision making (where a decision is taken about you using an electronic system without human involvement) which has a significant impact on you.

L) EMPLOYEE RIGHTS

You have the following rights in relation to the personal data we hold on you:

- a) the right to be informed about the data we hold on you and what we do with it;
- b) the right of access to the data we hold on you. More information on this can be found in our separate policy on Subject Access Requests;
- c) the right for any inaccuracies in the data we hold on you, however they come to light, to be corrected. This is also known as ‘rectification’;
- d) the right to have data deleted in certain circumstances. This is also known as ‘erasure’;
- e) the right to restrict the processing of the data;

- f) the right to transfer the data we hold on you to another party. This is also known as 'portability';
- g) the right to object to the inclusion of any information;
- h) the right to regulate any automated decision-making and profiling of personal data.

More information can be found on each of these rights in our separate policy on employee rights under GDPR.

M) CONSENT

Where you have provided consent to our use of your data, you also have the right to withdraw that consent at any time. This means that we will stop processing your data.

N) MAKING A COMPLAINT

If you think your data rights have been breached, you are able to raise a complaint with the Information Commissioner (ICO). You can contact the ICO at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or by telephone on 0303 123 1113 (local rate) or 01625 545 745.

O) DATA PROTECTION COMPLIANCE

Our appointed compliance officer in respect of our data protection activities is:

Tracy Riley
07392 195 749