



SAGITTARIUS INTERNATIONAL
Close Protection & Security

RECRUITMENT

Date: _____

TYPE OF WORK

- | | | | |
|---|---|---|--|
| Manager Supervisor <input type="checkbox"/> | Nanny & Mannyguard <input type="checkbox"/> | Dog Handler <input type="checkbox"/> | Protection of Works Arts <input type="checkbox"/> |
| Close Protection <input type="checkbox"/> | Cyber Security <input type="checkbox"/> | P S D <input type="checkbox"/> | Consultant & Audit Security <input type="checkbox"/> |
| Security Driver <input type="checkbox"/> | Security Guard <input type="checkbox"/> | Precursor Logistic <input type="checkbox"/> | Medic TCC <input type="checkbox"/> |
| Fire Fighter <input type="checkbox"/> | Martial Arts <input type="checkbox"/> | Translator <input type="checkbox"/> | other <input type="checkbox"/> |

PERSONAL DETAILS

First Name: _____ Date of Birth: _____ Age: _____

Last Name: _____ Mobile No: _____

(Maiden Name): _____ Home Tel No. _____

Email address: _____ Fluent Spoken & Written Languages: _____

Address: _____ Skype name: _____

Marital Status: _____

Nationality: _____ Work Visa: _____

Birth Place: _____ National Insurance Number: _____

How long have you resided in the EU? _____

Passport number: _____ Place of birth: _____

Expiry date: _____ EU Passport: (Y/N) _____

CNAPS License:

SIA Licence:

DIFFERENT training center:

Drivers Licence

Any Points

If YES, please give details:

Preferred Locations:

Availability: 24hrs/48hrs/7 Days/30 Days

**How many years of
Professional experience
in your chosen field?**

Valid DBS Held **Date:**

**If your DBS is still in process is there anything you are aware of which may come up in the DBS we should be aware of?
Details:**

Any

DESCRIPTION OF POSITION REQUIRED

Describe your ideal position: (i.e. days, duties, days off, travel etc)

Security Staff: Tick the duties you have professional experience at and are happy to undertake within a role:

Security Management:

- Staff Management
- Management of multiple residences
- Management of Accounts/ Book Keeping
- Management of Household IT
- contingency/ resilience planning
- Family Office liaison
- Venue Management
- Large Private Residence Management
- Record Keeping/ Computer Literate
- Experienced with CPTED
- Experienced at Budget Control
- Professional standards/ discipline
- Familiar with BS 7858
- Organiser & Manager of operational planning
- Creating and developing SOPs/ TTPs
- Creating/ Managing Rosters
- Travel advisory/ Facilitation
- TSCM sweeps
- CEOP advisory
- Typing: Excellent Good Basic
- Threat and risk analysis
- Police liaison
- Knowledge of IT Packaged Microsoft, Spread Sheets and Power Point Excellent Good Basic
- Intelligence Management
- Atmospheric analysis
- Booking Business & Personal Travel
- Physical security expertise

CPO duties

- IBG
 - PES duties
 - CAT duties
 - RST duties
 - Search duties
 - Protective driving
 - Counter surveillance trained
 - Equipment care
 - Intelligence monitoring
 - International travel security
 - Conflict resolution
 - CCTV/ IDS platforms
 - Inventory accounting
 - Meet and greet
 - Travel and route planning
 - Venue reconnaissance
 - CP for vulnerable persons
 - Security Chauffeur for children
 - Precursor
 - Private jet facilitation/ logistics
 - First aid
 - Threat assessment
- ### Other Duties
- Baggage logistics
 - Care of pets
 - Care of Children under 5 years
 - Care of Children 5 – 10 years
 - Answer calls
 - Taking deliveries
 - Key holder

Car Care & Driving

- Care of Household Cars
 - Proficient at Valeting of Prestige Car's:
 Excellent Good Basic
 - Chauffeur & driving
 - Confident International Driver
 - Adept at vehicle mechanics / maintenance:
Excellent Good Basic
 - Defensive Driving Qualified/ Experienced
- ### Event Security:
- Private event access control
 - Search
 - Conflict resolution/ physical intervention
 - HOT searches
 - Meet and greet
 - Client liaison
 - Guest list management
 - Police liaison
 - Asset protection
 - Red carpet events
 - Black tie events
 - Evacuation planning
 - Evacuation management
 - Casualty management
 - Contingency planning
 -
- ### Other
- Working flexible days & hours
 - Travelling with an employer
 - Working between multiple residence
 - Estate Management

Staff Management including CP Teams, Residential security teams, Specialist security Contractors. If appropriate provide details of previous professional experience at this:

Management of Residences and any other implied duties. If appropriate provide details of when you did this, the size of the residence or estates etc:

Management of Family security and budgets. Details of the size of budgets managing within position. Details:

Happy to work in a formal household or with other staff?

Yes No Details:

Happy to work in households with pets?

Yes No Details:

Ideal Start Date?

Current notice period/Latest start date?

How long are you looking to commit to the right job?

Preferred Days/Hours

Accommodation Required for Residential Roles:

Are you willing to work with children:

Yes No

Sole charge

Shared charge

Please state ages of children you've previously worked with?

Would you be interested in work overseas?

Yes No

If yes, please state countries you are happy to work in.

Willing to travel as a part of a position if required? Yes No 1-2 weeks, 2-4 weeks, 2-3 months, No restrictions

ADDITIONAL PERSONAL INFORMATION

Do you smoke? Yes No

If yes are you willing to not smoke while working if requested? Yes No

Any operations / medical conditions? Yes No **If yes details:**

Are you taking any medication?

Yes No **If yes details:**

Any allergies or dietary requirements? Yes No **If yes details:**

Are you fit, healthy? Yes No

Do you have a work attendance record within your current and previous positions? Yes No

If No please give details:

SKILLS & QUALIFICATIONS

Professional/ Trade Qualifications Held? (give details including higher academic awards)

Do you hold 1st Aid or Health & Safety Certificates? (give details):

Languages you speak & to what level? (give details):

Provide Details of Professional Skills & Experience Relevant to Position Applied for:

Civil litigation/ Convictions/ investigation: If required, detail below	Yes	No
Have you ever been subject to a civil investigation?		
Have you been convicted of any criminal offence?		
Have you ever been declared bankrupt or entered into a voluntary arrangement with any creditors?		
Do you have any County Court Judgements registered against you which are unspent?		

Details:

Name of next of kin:

Relationship to you?

Tel:

Mobile:

Email:

Address:

WHERE DID YOU HEAR OF SAGITTARIUS INTERNATIONAL

Personal Recommendation From whom _____

Lady Magazine Country Life Eden Website Internet Search Other (details)

EMPLOYMENT HISTORY

In order to complete your registration with Eden we require a full and comprehensive employment history. Please complete the employment section below, starting with your current/most recent position. If this information is not provided in detail, we may not be able to complete your registration with our agency.

OFFICE USE	EMPLOYER DETAILS	DATES	DUTIES PERFORMED
ONLY	Title of position:	From	
Ref Check	Employed <input type="checkbox"/> Sub contracted <input type="checkbox"/>		
<input type="checkbox"/>	Name:	To	
	Address:		
Do Not Contact	Telephone:		
<input type="checkbox"/>			
Discretion Req	Email address:		
<input type="checkbox"/>			Reason for leaving

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<p>ONLY</p> <p>Ref Check <input type="checkbox"/></p> <p>Do Not Contact <input type="checkbox"/></p> <p>Discretion Req <input type="checkbox"/></p>	<p>Title of position:</p> <p>Employed <input type="checkbox"/> Sub contract <input type="checkbox"/></p> <p>Name:</p> <p>Address:</p> <p>Telephone:</p> <p>Email address:</p>	<p>From</p> <p>To</p>	<p>Reason for leaving</p>

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			Reason for leaving

BS 7858 SCREENING EVIDENCE

Please return scans of the following documents to be held on file for screening purposes. Personal information will not be shared without your permission.

1. Current DBS certificate
2. CNAPS or SIA licence if held
3. National Insurance Card
4. Passport
5. Driving licence
6. Certificates of qualifications claimed above
7. 2 x proof of address (utility bills)
8. Birth certificate
9. Any reference and other relevant material

PERSONAL & PROFESSIONAL PROFILE

Please complete a profile about yourself (this could include: objectives, details of knowledge and experience, hobbies and interests, and anything else you feel will assist a perspective employer when considering your application)

PERSONAL DECLARATION

I confirm that to the best of my knowledge the information provided in this application form is correct

Signature:

Date:
