



SLS Security
 The Old Station
 Wotton Rd
 Charfield
 Glos
 GL12 8SR
 tel: 01453 843334
 www.stuartsecurity.co.uk
 stewards@stuart-security.co.uk

Please don't email
 info@stuartsecurity.co.uk
 with application issues.
 Thank you.

SA1-2012 Employment Application 2012 Stewarding

Please contact us if any of your details change

Did you work as an SLS Glastonbury Steward between 2008 - 2011? Please tick a box

- YES. (No further ID is required
 BUT you must supply 2 current passport photos, and sign and
 return pages 1-5 of form & P46)
- NO. (Full ID is required
 AND you must supply 2 current passport photos, and sign and
 return pages 1-5 of form & P46)

Office use only:

Last Name

Middle Name

First Name

Date of Birth

Minimum age is 18 on 22nd Aug 2012

Mobile Phone

Country of Birth

Town of Birth

Ethnic Origin

Male Female

Address

Area

Town/City

Postcode

Daytime Phone

The address you enter here is the address your deposit will be returned to

email address

Tick here if you
 would prefer to
 correspond by post

National Insurance
 Number

EMERGENCY CONTACT

Please give the details of the person to contact in an emergency

Name	<input type="text"/>	
Phone	<input type="text"/>	Phone <input type="text"/>

HEALTH

Please give details of any disability or medical conditions we should be aware of, or if you have special requirements to aid a medical condition.

SHIFTS AT READING

If you want to work your shifts at the same time as friends and family, please enter their details. We do not guarantee being able to accommodate your requests, but we will try.

First Name	<input type="text"/>	Last Name	<input type="text"/>
First Name	<input type="text"/>	Last Name	<input type="text"/>
First Name	<input type="text"/>	Last Name	<input type="text"/>
First Name	<input type="text"/>	Last Name	<input type="text"/>

Post your printed, completed and signed form to:

**Jan Hitchings,
SLS Security,
The Old Station,
Wotton Rd,
Charfield,
Glos, GL12 8SR**

We will confirm ASAP the status of your application.
Have you included?

- A signature on page 5 of this form
- A completed P46 form (this **MUST** be returned)
- A deposit cheque for £200 payable to 'SLS Security Ltd'
- 2 passport sized photos

IF NEW IN 2012 PLEASE ALSO PROVIDE THE FOLLOWING:

- 1. Photocopy of passport photo page, unless you provided this working as an SLS Steward in 2009, 2010 or 2011
- or**
- 2. Photocopies of birth certificate and photo UK driving licence, unless you provided this working as an SLS Steward in 2009, 2010 or 2011

TERMS & CONDITIONS

Applications - All stewards must be over 18 and have a good command of spoken English language (as a requirement for health and safety stewarding).

ID - Please include a certified photocopy of your photographic ID with your application. Do not send originals. Your ID must include a photo page. These can be Option 1. [A certified] photocopy passport photo page, or option 2. A certified photocopy birth certificate and photo UK driving licence (also see Additional notes below).

Data Protection - In submitting the application you consent to SLS Security Ltd processing your personal data for legal, personnel, administrative and management purposes. This may include the processing of any sensitive personal data (as defined in the Data Protection Act 1998) relating to you as may be appropriate, and in order for the company to be able to comply with its legal requirements and obligations to third parties.

Deposits - You are required to pay a refundable deposit on application for the steward position. You should make the cheque payable to "SLS Security Ltd". Write the name of the applicant clearly on the back of the cheque. If you wish to pay the deposit for someone other than yourself, please write a separate cheque and attach it to their application form, with their name written clearly on the back. (Please note that it is not possible to refund into a Building Society or overseas bank account electronically.) The deposit is a cheque for £200, which will be cashed immediately.

Refunds - After the festival, once we have confirmation that you have completed your assigned shifts (at least 3 x 8 hour shifts) the deposit will be refunded by cheque.

Pay - Stewards aged between 18-20 on the applicable start date will be paid £5.00 per hour, Stewards aged 21 and over on the start date will be paid £6.08 per hour.

Induction - You must attend the onsite health and safety induction on arrival.

Camping - If staying onsite you must bring a suitable tent, and pitch it in the Security Compound provided.

Uniform & kit - You must be of suitable appearance in relation to the wearing of uniform and the carrying out of stewarding duties. No colour scarves or tops on show (black only please). You must bring your own black trousers (preferably combat type) and plain black boots, plain black shoes or plain black wellingtons. Whilst on duty you must NOT wear items that are not standard uniform issue e.g., baseball caps, sweatshirts etc.

If you do not bring suitable footwear you may be asked to leave and this may affect your deposit as you will not be given an exemption certificate if you cannot work through fault of your own.

You will be fully responsible for any kit and equipment issued to you. You will be charged the replacement value for any kit and equipment not returned.

Hours of Work - You must complete at least 24 hours of work at the work place allocated to you (this is usually over a minimum of three x 8 hour shifts) to qualify for your deposit refund (at Reading these shifts will be between Wed 22nd Aug and Fri 24th Aug and will be early or late shifts. There will be no requirement for nights or to work the weekend).

Each 8 hour shift starts when you arrive at your place of work. Your place of work is designated as the position on site that you are deployed to, not the SLS compound.

You must be willing to work any position or task allocated to you and follow all reasonable instructions given to you. You must stay at your allocated position of work for the duration of your shift.

Reporting & Deployment - You must sign on and off your work shift at the designated area or with the relevant manager. Failure to do so will result in non-payment for that shift, and may affect your deposit return.

You must be at deployment point and ready for deployment as directed and in enough time to be booked on, and to catch the free transport to your place of work. Shift exemptions will not be offered to staff who are late reporting to the deployment point.

Fitness for work - If you cannot work for any other reason you must report to OSU 1 before your shift time and give the reasons that you cannot fulfill your contractual duties - these will be taken into consideration at a later date regarding the return of deposits. This cannot be done in retrospect as a failure to report to work your shift without an exemption form or medical form will mean that you have failed to report for duty. If you are unfit for work you must obtain a medical form from the designated place before your shift and present it at the time of your shift to the relevant manager.

Shift Exemptions - This means that you may be offered the chance to miss a shift if our staffing levels are too high, this is purely voluntary, and if you accept you will not lose your deposit but will not be paid for that shift(s) as a shift exemption will count as 8 hours towards your 24 hour requirement.

For the sake of fairness in the offer of any exemptions among staff reporting for work you will not qualify for an exemption if you arrive late for your shift deployment. You must obtain an exemption form on the day of your shift as proof of exemption. Exemption forms cannot be issued in retrospect for any shifts you fail to arrive for.

Conduct - You must **not** drink alcohol whilst on or immediately prior to your shift. If you are thought to be intoxicated/affected by alcohol during a shift you will be suspended from your shift without payment and without shift exemption. You must **not** be in possession of any illegal substances (random searches will be undertaken). Anyone found in possession of illegal substances will be immediately dismissed and removed from site and this may forfeit your deposit.

You must ensure that you are fit to safely and competently undertake stewarding duties during shifts allocated to you.

You must not discuss or give information relating to any other security or recruiting organisation to any person connected to the festival for which they are employed to work. This includes journalists. You are not authorised to speak on the company's behalf at any time.

Gross Misconduct, suspension & removal from site - If this is committed at any time while on site your deposit will be withheld even if you have completed all your shifts. Examples of this are possession of illegal substances, intoxicated on duty etc. In such cases we reserve the right to remove your site pass and eject you from site.

General - You must be eligible to work legally in the UK (you may be required to provide proof of your eligibility to work in the UK.) This is a requirement of the Home Office 'Immigration, Asylum and Nationality Act 2006' - 'Prevention of Illegal Working' introduced February 29th 2008.

No representative of SLS Security Ltd at Reading Festival can authorise the refund of any deposit under any circumstances for employees that do not fulfill their contractual obligations.

Additional notes - ID, please include two passport type photos with your application form and write your name clearly on the back of each photo. Do not attach the photos to the form. NB. reference either options above: Option 1. Photocopy* of passport photo page or Option 2. Photocopies* of birth certificate and photo UK driving licence. If you are unable to provide certified copies of your passport and photo ID (in which case ordinary photocopies should be supplied) you will be required to bring your original documents to Reading Festival to confirm your identity. (There will be a facility for safe storage of documents.)

Provided that you have complied with all your contractual obligations under these terms deposits will be returned to the worker and not the payee of the deposit (unless specifically requested in writing) by the 31st October 2012 at the latest. We will try to have your deposit returned to you within 2 months of the end of the festival, but any incorrect details on the application form will cause a delay in this process.

Cancellations - Applicants dropping out before midnight 31st May In the relevant year will receive their deposit minus £25 bank and administration fee. Applicants dropping out after midnight 31st May will not receive a refund of their deposit.

Please sign to say that you have read the terms & conditions. Failure to sign means that you are not guaranteed a place. Upon your application being successful you will be confirmed by email (or post) and given further Instructions.

Signature of Applicant	<input type="text"/>
Name of Applicant	<input type="text"/>
Date	<input type="text"/>

Section two To be completed by the employer

File your employee's P46 online at www.hmrc.gov.uk

Use capital letters when completing this form. Guidance on how to fill it in, including what to do if your employee has not entered their National Insurance number on page 1, is at www.hmrc.gov.uk/employers/working_out.htm and in the E13 Employer Helpbook *Day-to-day payroll*.

Employee's details

Date employment started DD MM YYYY

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Works/payroll number and department or branch (if any)

Job title

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Employer's details

Employer PAYE reference

Office number Reference number

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Address

Building number

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Employer name

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Rest of address

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Postcode

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Tax code used

If you do not know the tax code to use or the current National Insurance contributions (NICs) lower earnings limit, go to www.hmrc.gov.uk/employers/rates_and_limits.htm

Enter 'X' in the appropriate box

Box A

Emergency code on a **cumulative** basis

A	
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Box B

Emergency code on a **non-cumulative** Week 1/Month 1 basis

B	
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Box C

Code BR

C	
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Tax code used

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If Week 1 or

Month 1 applies,

enter 'X' in this box

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Send this form to your HM Revenue & Customs office on the first pay day.

If the employee has entered 'X' in box A or box B, on page 1, and their earnings are below the NICs lower earnings limit, **do not send the form until their earnings reach the NICs lower earnings limit.**