

Downloading & Completing the Application Form & PAY-E Form

Please find below the instructions designed to help our new applicants download, complete, and email the application form and pay-e form over to us prior to your interview

the process helps to save time during the interview with these 2 forms being completed prior to your interview.

Once you have applied for a job application via indeed or Facebook, we will contact you with a link to our website (<https://www.guardaforce.co.uk/applicant>) asking you to download, complete and email the forms to us.

If you can print and complete the forms instead, then please remember to bring them to your interview with you.

Firstly, I suggest using the google chrome browser and Microsoft edge browser to complete this task.

Also, to edit the PAY-E form, you will require Windows 10 and upwards. If you do not have windows 10 or newer, no problem, the PAY-E form can be completed during your interview.

Once you have landed on our applicant's page, please right click each item, and click "save link as" to download.

I suggest saving the files to your desktop so you can easily find them once downloaded.

Once the files have been downloaded, firstly please right click on the application form, and click "open with" and select "word" program, if you do not have Microsoft office or a word editor installed, then please google search for a word editor, there are many free word editors that can be downloaded and used to complete this task. Once you have downloaded a word editor just click "open with" on the file and select your word editing program of choice.

For the selective questions, please hold left click and highlight the option then clicking the highlight tool to highlight the words accordingly.

To complete the boxes, simply click in the box and type in the information accordingly.

For the signed and dated sections, this can be left blank and completed during your interview once the forms have been emailed back and printed.

Once completed please click save.

For the PAY-E form, double left click and the form will open in the Microsoft edge browser – as you will see at the top there are editing features, you can add text accordingly. If you are having issues, then try right clicking the file then "open with" and select the Microsoft edge browser.

Once completed please save the file.

Once both forms have been completed, please click the GAFenquiries@outlook.com email on our applicant's section of our website which will open your email client, there you can attach and email the documents. Or please copy and paste the email address into an email client of your choice and attach the documents to email over.

If you require any further assistance, please do not hesitate to send us a message!