

APPLICATION FOR SECURITY SCREENING RENEWAL FORM

CONFIDENTIAL WHEN COMPLETED



- Applications will only be processed when **ALL** sections of this form are complete
- **EVERY question MUST be answered.** If not applicable write **N/A**
- Please answer **ALL** questions in **CAPITALS**, using a **BLACK BALL POINT PEN**
- **The information provided will be used to facilitate security screening in accordance with BS7858, in order to determine suitability to be employed in a security environment**

PART 1 PERSONAL DETAILS

National Insurance Number: _____ Title: Mr/Mrs/Miss/Ms: _____

Surname: _____

All Forenames: _____

Telephone Number (including STD code): _____ Mobile Number: _____

E-mail address: _____

Are you now, have you ever been, or were you at birth known by a different name?: Yes No If Yes, details below

Surname: _____

All Forenames: _____

Surname: _____

All Forenames: _____

Surname: _____

All Forenames: _____

PART 2 BIRTH DETAILS

Date of Birth: _____ Nationality: _____

PART 3 CURRENT ADDRESS DETAILS

Current Address: _____

Post Town: _____ County: _____

Post Code: _____ Country: _____

Resident from: _____

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- List all addresses you have lived at within the last FIVE YEARS
- Include the Post Code and Country
- List Most Recent first

PART 4 ADDRESS HISTORY

Previous Address: _____

Post Town: _____ County: _____

Post Code: _____ Country: _____

Resident from: _____ to: _____

Previous Address: _____

Post Town: _____ County: _____

Post Code: _____ Country: _____

Resident from: _____ to: _____

Previous Address: _____

Post Town: _____ County: _____

Post Code: _____ Country: _____

Resident from: _____ to: _____

Previous Address: _____

Post Town: _____ County: _____

Post Code: _____ Country: _____

Resident from: _____ to: _____

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PART 5 BACKGROUND INFORMATION

Are you permitted to work in the UK?: Yes No

Visa Expiry Date: _____

Give details of occasions you have been subject to immigration control: _____

If None, write NONE _____

Give details of any cautions or convictions for criminal offences, which are not SPENT under the Rehabilitation of Offenders Act: 1974, including pending actions: _____

If None, write NONE _____

Give details of all bankruptcy proceedings and court judgments (including satisfied), financial judgments in the civil court made against you and individual voluntary arrangements with creditors from the previous six years: _____

If None, write NONE _____

Give details of any/all occasions when you have been dismissed by an employer: _____

If None, write NONE _____

Give details of all orders made against you by a civil or military court or public authority. _____

If None, write NONE _____

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PART 6 DECLARATIONS

Declaration by the Applicant:

1. I understand that employment with the Company is subject to satisfactory references and security screening in accordance with BS 7858 and I undertake to cooperate with the Company in providing any additional information required to meet these criteria.
2. I understand that my present employer will be contacted. I further understand that any offer of employment may be withdrawn if the security screening is not concluded satisfactory.
3. I authorize the Company and/or its nominated agent to approach previous employers, schools/colleges, character referees, DWP, Criminal Justice Agencies or Government Agencies to verify that the information I have provided is correct for reference purposes. I further acknowledge that National Security Screening Agency may use the information contained within this application, to conduct Security Screening to BS 7858, on behalf of the Company to whom I am applying and to share that information with the company.
4. I authorize the Company or its nominated agent to make a consumer information search, including a WatchList Check, with a credit reference agency, which will keep a record of that search and may share that information with other credit reference agencies and with the company.
5. I understand that some of the information I have provided in this application will be held on a computer and some or all will be held in manual records. I understand that all information given will be held in the strictest confidence and that National Security Screening Agency are registered under the Data Protection Act 1998 - Registration Number Z3460613.
6. I accept that I may be required to undergo a medical examination where requested by the Company, subject to the Access to Medical Records Act 1988. I consent to the results of such examinations to be given to the Company.
7. I understand and agree that if so required I will make a Statutory Declaration in accordance with the provisions of the Statutory Declarations Act 1835, in confirmation of previous employment or unemployment.
8. I acknowledge that personal data will be used for the purposes of security screening and that any documents presented to establish my identity and proof of residence may be checked using an ultra violet scanner or other method to deter identity theft and fraud. I further acknowledge that if any of the original documents provided to establish identity appear to be forgeries will be reported to the relevant authority.
9. I understand that the information I have provided may be used to conduct a Disclosure Scotland check and if so, Disclosure Scotland will use the information I have provided to verify my identity and to check and process my application. Disclosure Scotland will use this information for the purposes of the prevention or detection of crime and for other related purposes.
10. I understand that the DBS/Disclosure Scotland may pass the information it holds about me to other Government departments or organizations, the police and other law enforcement agencies for the purposes of the prevention and detection of crime, of the apprehension and prosecution of offenders and for other related purposes.
11. I hereby give National Security Screening Agency my express permission to receive and open the returned disclosure and to subsequently forward to my present employer, where applicable.
12. I hereby certify that, to the best of my knowledge, the details I have given in this application form are complete and correct. I acknowledge that misrepresentation, or failure to disclose material facts, either during application or throughout employment may constitute grounds for withdrawal of an employment offer or termination of employment and/or legal action.

WARNING it is an offence if you knowingly make a false statement for the purpose of obtaining, or enabling another person to obtain, a Disclosure.

Please remember to send copies of official documentary evidence which confirms name, current home address and another confirming date of birth.

Signed: _____ Name _____
(BLOCK CAPITALS):

Date: _____

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IDENTIFICATION DOCUMENTS

Documents to prove identity/residence must be provided to comply with the security screening requirements as required by BS7858 and also the disclosure service. Route 1 is the preferred route.

Route 1 – PREFERRED ROUTE

The applicant must be able to show:

- 1 document from Group 1, plus
- 2 further documents from either Group 1, or Group 2a or 2b, below

At least one of the documents must show the applicant's current address.

Route 2 – to be used only if Route 1 cannot be achieved

If the applicant does not have any of the documents in Group 1, then they must be able to show:

- 1 document from Group 2a, plus
- 2 further documents from either Group 2a or 2b

At least one of the documents must show the applicant's current address. The organization conducting their ID check must then also use an appropriate external ID validation service to check the application.

Route 3 – to be used only if Route 1 and Route 2 cannot be achieved

Route 3 can only be used if it is impossible to process the application through Routes 1 or 2.

For Route 3, the applicant must be able to show:

- a birth certificate issued after the time of birth (UK and Channel Islands), plus
- 1 document from Group 2a, plus
- 3 further documents from Group 2a or 2b

At least one of the documents must show the applicant's current address.

GROUP 1: PRIMARY IDENTITY DOCUMENTS:

Document	Notes
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence photo-card - (full or provisional)	UK, Isle of Man, Channel Islands and EU
Birth certificate - issued within 12 months of birth	UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, e.g. embassies, High Commissions and HM Forces
Adoption certificate	UK and Channel Islands

GROUP 2A: TRUSTED GOVERNMENT DOCUMENTS:

Document	Notes
Current valid driving licence photo-card - (full or provisional)	All countries outside the EU (excluding Isle of Man and Channel Islands)
Current valid driving licence (full or provisional) - paper version (if issued before 1998)	UK, Isle of Man, Channel Islands and EU
Birth certificate - issued after time of birth	UK, Isle of Man and Channel Islands
Marriage/civil partnership certificate	UK and Channel Islands
HM Forces ID card	UK
Firearms licence	UK, Channel Islands and Isle of Man

GROUP 2B: FINANCIAL AND SOCIAL HISTORY DOCUMENTS:

Document	Notes	Issue date and validity
Mortgage statement	UK or EEA	Issued in last 12 months
Bank or building society statement	UK and Channel Islands or EEA	Issued in last 3 months
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK or EEA	Issued in last 3 months
Financial statement, e.g. pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Work permit or visa	UK	Valid up to expiry date
Letter of sponsorship from future employment provider	Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application	Must still be valid
Utility bill	UK - not mobile telephone bill	Issued in last 3 months
Benefit statement, e.g. Child Benefit, Pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, e.g. from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months
EU National ID card	-	Must still be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands	Must still be valid
Letter from head teacher or college principal	UK - for 16 to 19 year olds in full time education – only used in exceptional circumstances if other documents cannot be provided	Must still be valid