

BS7858:2012 Screening application form

Please return to: Vetting Team,
11 Whessoe Road,
Darlington, DL3 0QP

STRICTLY CONFIDENTIAL

Attached documents:	Signed application form	<input type="checkbox"/>	(please refer to Annex C for guidance)
	Proof of ID	<input type="checkbox"/>	
	Proof of address x2	<input type="checkbox"/>	
	Right to work	<input type="checkbox"/>	
	Valid SIA Licence	<input type="checkbox"/>	

PLEASE COMPLETE IN BLOCK CAPITALS USING BLACK INK

Have You ever Served in the Armed Forces:

Are you Currently Serving as a reservist:

Title Mr/Mrs/Ms/Other First Name:.....

Surname:.....

Maiden/Former name (list all previous first names and surnames):.....

Current address:.....

..... Dates resident:.....

Please state ALL previous addresses where you have lived for the past six years, continue on a separate sheet if necessary:

..... Dates resident :.....to

..... Dates resident :.....to

..... Dates resident :.....to

Position applied for:.....

Home Tel

Work Tel:

Mobile:.....

E-mail:.....

Date of birth:.....

Nationality:

Mother's maiden name:.....

National Insurance No:.....

Do you hold a current SIA licence? Yes No

SIA licence number

Expiry date

Are you subject to Immigration Control? Yes No

If yes, do you have an unrestricted entitlement to take up employment in the UK? Yes No

Have you, ever been fined, cautioned, sentenced to imprisonment or placed on probation for a criminal act (subject to the Rehabilitation of Offenders Act)? Yes No

Are there any alleged offences outstanding against you? Yes No If yes to either question, give details

Have you, ever been made bankrupt or have any Court Judgements against you, whether satisfied or not, within the last 6 years? Yes No

Has any order been made against you by a Civil or Military Court or Public Authority? Yes No

If yes give details

BS7858:2012 Screening application form (Continued)

FIVE YEAR HISTORY

- Please provide full and accurate information, so that BS7858:2012 screening can be completed smoothly.
- Ensure you provide details of any gaps in your employment/education history.
- Successful confirmation of your full five-year history is a requisite to full employment and we may require documentary evidence of previous employment, education or any other activity.
- Please continue on an additional sheet if necessary.

Name and full address of employer/education provider	Details	Dates (MM/YY)
Name:	Position held/ Qualification taken:	From: /
Address:	Reporting to:	
Tel:	Reason for leaving:	To: /
Email:		

Explain gap if any (i.e. travelling, job seeker, living off savings, supported by family):

Name and full address of employer/education provider	Details	Dates
Name:	Position held/ Qualification taken:	From: /
Address:	Reporting to:	
Tel:	Reason for leaving:	To: /
Email:		

Explain gap if any (i.e. travelling, job seeker, living off savings, supported by family):

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BS7858:2012 Screening application form (Continued)

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Explain gap if any (i.e. travelling, job seeker, living off savings, supported by family):

PLEASE USE AN ADDITIONAL SHEET IF REQUIRED



BS7858:2012 Screening application form (Continued)

PERSONAL REFERENCES

- Please give the contact details of three people who have known you on a month by month basis for at least five years.
- These must not be relatives, anybody residing at your current address or former employers.
- Please inform your nominated personal references that they will be contacted to provide this.

Referee Details

Name: _____ How long have they known you? _____

Address: _____

Relationship to you? _____

Tel: _____

Email: _____

Referee Details

Name: _____ How long have they known you? _____

Address: _____

Relationship to you? _____

Tel: _____

Email: _____

Referee Details

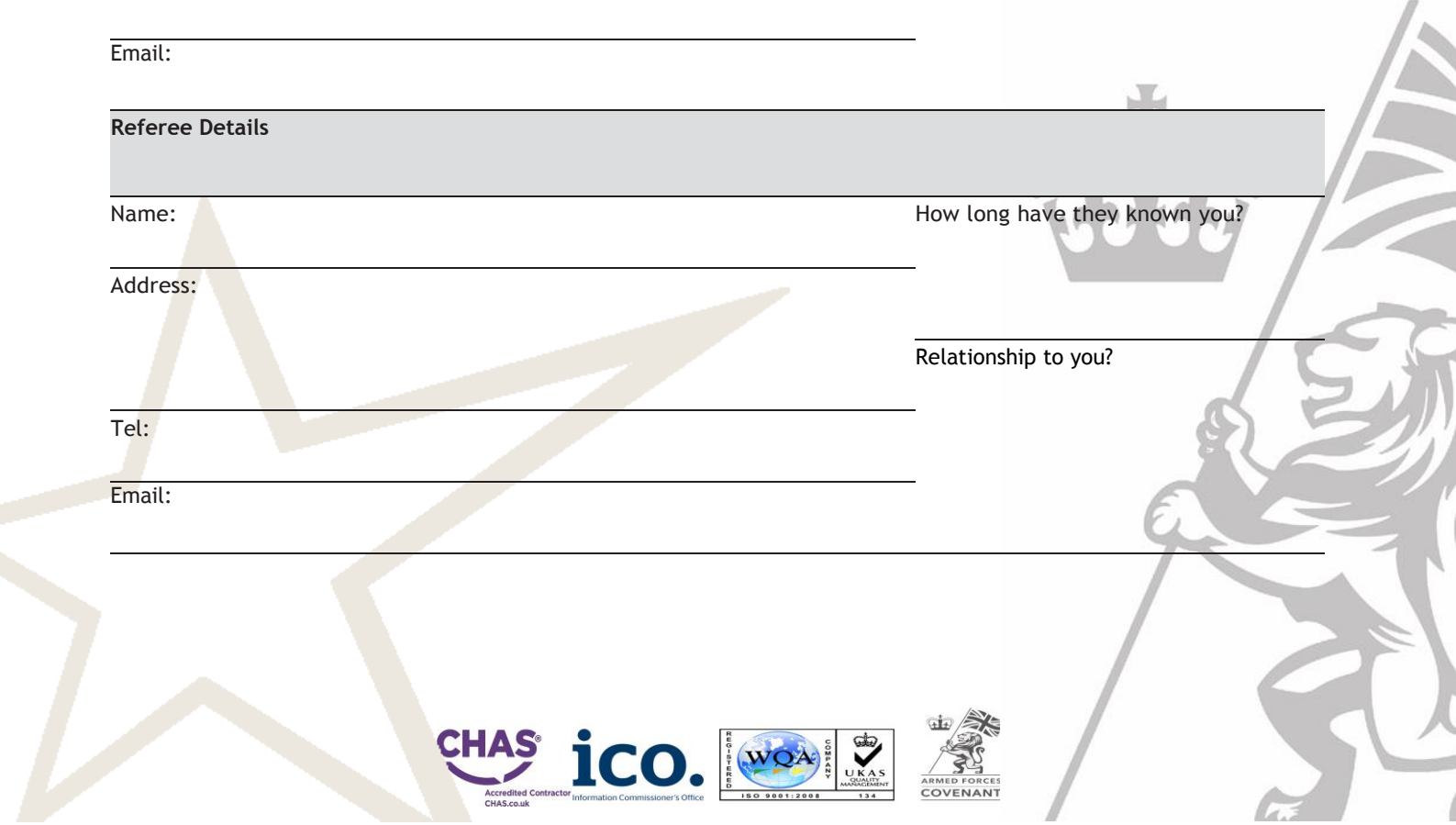
Name: _____ How long have they known you? _____

Address: _____

Relationship to you? _____

Tel: _____

Email: _____



Authorization and compliance

Declarations

I certify that to the best of my knowledge, the information that I have given in my application for employment is true and complete and understand that any false statement or omission to G&A Security NE Ltd. or its representatives may render lead to termination of employment without notice. 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. I understand that any materials submitted with this form became a part of the application form and will be returned by G&A Security NE Limited. I understand that it is my responsibility to ensure that G&A Security NE Ltd. always have a copy of my current, valid SIA licence(s). I understand that it is a requirement for all Non-EU employees to provide copies of their documents, annually on the anniversary of your start date with G&A Security NE Ltd.

Disclosure

You are applying for a position of trust and in the event of being offered employment by G&A Security NE Ltd. we may apply for a basic DBS check. However, having a criminal record does not necessarily bar you from employment. Disclosure information is treated in a sensitive way and is restricted to those who need to see it to make a recruitment decision. By signing this document you allow G&A Security NE Ltd. and its representatives to see a copy of the Disclosure.

Screening

I understand that any offer of employment with G&A Security NE Ltd. is subject to satisfactory screening to BS7858:2012, and I consent to being screened and will provide information as required. I confirm that the information provided is correct, and acknowledge that any false statements or omissions could lead to the termination of my employment.

Applicant name:

Applicant signature:

Date:



Authorization and compliance (Continued)

General Data Protection Regulation (GDPR)

For the purposes of BS7858:2012, G&A Security NE Ltd. outsources your staff screening to VettingandScreening.com, a UKAS accredited BS7858:2012 screening provider. VettingandScreening.com takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

VettingandScreening.com collects a range of information about you: This includes:

- Your name, address and contact details, including email address and telephone number;
- Details of your five-year history, including employment, education, skills, experience, character and activity during any gaps of over 31 days;
- Information about your entitlement to work in the UK;
- Information about your financial history (Bankruptcies, IVA's and CCJ's);
- Information about your identity;
- Information about your address history;
- Information about your criminal history;

VettingandScreening.com collects this information in a variety of ways, for example your application form, CVs or resumes, from credit referencing agencies, the SIA, the DBS (or Disclosure Scotland if a Scottish resident), obtained from your passport or other identity documents, or collected through references from previous employers, government agencies, educational establishments and personal references.

Your data may be transferred outside of the European Economic Area (EEA) for the purposes of verifying your identity, five-year history, criminal history, character or financial history (for example, if you have been resident outside of the EEA within the screening period, or your employer outsources their HR department overseas).

Data will be stored by VettingandScreening.com on your electronic screening file for a period of no more than 12 months from receipt of the screening file. VettingandScreening.com will pass this information to G&A Security NE Ltd, who will use the information you have given on your application form (together with any information which we obtain from third parties, with your consent) for assessing your suitability for employment.

As a data subject, you have a number of rights. You can:

- Access and obtain a copy of your data on request;
- Require G&A Security NE Ltd. or VettingandScreening.com to change incorrect or incomplete data;
- Require G&A Security NE Ltd. or VettingandScreening.com to delete or stop processing your data; and
- Object to the processing of your data for a period if data is inaccurate or there is a dispute whether or not your interests override G&A Security NE Ltd. or VettingandScreening.com's legitimate grounds for processing data.

If you would like to exercise any of these rights you can make a subject access request, by completing a form obtainable from G&A Security. If you do not believe that G&A Security or VettingandScreening.com has complied with your data protection rights, you can complain to The Information Commissioner.

You are under no statutory or contractual obligation to provide data to G&A Security. However, if you do not provide the information, G&A Security may not be able to process your application properly, or at all.

By returning this form to G&A Security you consent to our processing personal data about you where this is necessary as per the process set out in BS7858:2012. You also consent to the transfer of your information to your current and future potential employers where this is necessary (this may be to companies operating outside of the EEA).

Applicant name:

Applicant signature:

Date:

Annex A - Equal Opportunities Monitoring Form

This form will be used to monitor how G&A Security NE Limited compares nationally (and locally) with regards to equal opportunities. It will not be held for any purpose other than monitoring. By completing and returning this section you are providing the organisation with your consent to this use.

This form is optional and anonymous. It does not constitute any part of the recruitment process and is separated from the application form on receipt by a member of staff who is not involved in the recruitment and selection process.

Please indicate the group you fall into:	Please indicate your marital status:	Religion:
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- 18 - 24
- 25 - 34
- 35 - 44
- 45 - 54
- 55 - 64
- 65+

- Single Married
- Civil Partnership Divorced
- Prefer not to say Other (please state)

- Christian Jewish Sikh Muslim Hindu
- Buddhist Rastafarian None
- Prefer not to say
- Other Religion (please specify)

- Male
- Female

Ethnicity

(Please indicate what you believe your ethnic group is. Choose one section from A to F.)

A <ul style="list-style-type: none"> <input type="checkbox"/> White British <input type="checkbox"/> White European <input type="checkbox"/> White other (please state) 	B <ul style="list-style-type: none"> <input type="checkbox"/> Mixed <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Other Mixed Background (please state) 	C <ul style="list-style-type: none"> <input type="checkbox"/> Asian or Asian British <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Other Asian Background (please state)
D <ul style="list-style-type: none"> <input type="checkbox"/> Black or Black British <input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Other Black Background (please state) 	E <ul style="list-style-type: none"> <input type="checkbox"/> Chinese <input type="checkbox"/> Other (please state) 	F <ul style="list-style-type: none"> <input type="checkbox"/> Any other Ethnic Group (please state)

Where did you hear about this vacancy?

- Newspaper
- Company Website
- Agency
- Word of mouth
- Other (please state)

Annex B - Screening Checklist

Final check of all items to be returned with this form, the more information we have to start with the quicker the vetting process. This section to be completed by the Account Manager.

Please tick to ensure you have completed the following actions:

- I have visually inspected the right to work documentation and have taken a certified copy of the required documentation.
- I have visually inspected the proof of current residence documentation and have taken a certified copy the required documentation.
- I have visually inspected the identification documentation and have taken a certified copy the required documentation.)
- I have checked that the application form has been completed correctly, is signed and all entries are clear and legible.
- I have checked that the form contains all the necessary information required for BS7858 screening.
- I have checked that the combination of previous employers and schools colleges provides an unbroken 5 years history with explanations provided for any gaps of over 31 days.
- I have checked that the character referees given have known the applicant for the last five years. Where the character references have not known the candidate for five years, I have obtained further character references and informed the applicant to tell their referees that they will be contacted to give references.
- I have checked the school and college information. If there is a gap of more than 2 months since the applicant left full-time education, I have ensured that the applicant has provided further information to clarify this gap (except for students leaving at the end of the summer term, in which case the period is extended to 1st November of that year).
- I have checked that a full five years worth of address history has been provided.
- I have checked that the two authorizations to process the candidate data have been completed properly and signed by the applicant.

Account Manager name (printed):

Account Manager signature:

Account Manager date:

Annex C - List of acceptable documentation

The documents must show candidates name (and current address, if proof of address) and be validated 'original seen and verified by [NAME] on [DATE]' by a responsible member of staff.

Acceptable Proof of Identity Documents (1 document required):

- Valid current British Passport;
- Signed valid passport of any other nationality;
- Driving Licence (photocard only, or with paper counterpart if issued by the DVA in Northern Ireland);
- Original Full Birth Certificate - issued within 12 months of date of birth (Please note that a short birth certificate is not acceptable); or
- UK biometric residence permit card.

Acceptable Proof of Address Documents (2 documents required)

- Valid UK Firearms Licence (with photo)
- Valid UK Driving Licence (Paper or photocard, only in event of not being used for Identity)
- P45 - issued in last 12 months*
- P60 - issued in last 12 months*
- Bank, Building Society or Credit Card Statement - issued in the last 3 months*
- Mortgage Statement- issued in the last 12 months*
- Utility Bill - issued in the last 3 months (maximum of 1 utility bill per screen)*
- Pension, ISA or Endowment Statement - issued in last 12 months*
- Letter from HMRC, DWP or Local Authority - issued in the last 3 months*
- Credit card statement - issued within the last 3 months*
- Council Tax Statement - issued in last 12 months*

* Documents must be dated within the specified time limit at the time of supply to G&A Security NE Ltd.

Acceptable 'Right to work' Documents** (1 Document required):

- British Passport: current or 'out of date' acceptable;
- Passport, National Identity card, Registration Certificate, Permanent residence card or document certifying permanent residence from an EEA or Swiss National;
- A full UK birth certificate, accompanied by a document confirming the permanent NI No (Tax letter, p60, P45 etc);
- A full UK Adoption Certificate, accompanied by a document confirming the permanent NI No (Tax letter, p60, P45 etc);
- A current Biometric Immigration document, endorsed passport or immigration status document issued by the Home office, accompanied by a document confirming the permanent NI No (Tax letter, p60, P45 etc); or
- A certificate of naturalization as a British Citizen, accompanied by a document confirming the permanent NI No (Tax letter, p60, P45 etc.)

**For applicants with time-limited right to work in the UK, please refer to 'Appendix A - List of documents that can be used to verify an applicant's right to work' on the Home office website.