



NON-POLICE PERSONNEL LEVEL 2 (FULL) SECURITY VETTING FORM

(Revised 03/2019)

Failure to complete all sections could delay this application.

To be completed by the employer.

APPLICANT NAME	
Name:	DOB:
COMPANY DETAILS	
Company name:	Company contact telephone number:
Type of work to be undertaken:	Your job role/job title:

Authentication

To be completed by the employer (or point of contact if appropriate).

<p>Proof of the applicant's identity and address is required (one required from each section).</p> <p>Means of establishing IDENTITY:</p> <ul style="list-style-type: none"> • Current valid full UK or EEA passport • Current valid full UK driving licence • Certificate of birth / adoption / marriage / civil partnership • Non-UK nationals only – Documentation relating to immigration status and permission to work in the UK <p>Means of establishing current RESIDENCE:</p> <ul style="list-style-type: none"> • Current valid full UK driving licence • Recent utility or mobile phone bill • Local authority tax bill (valid for current year) • Three recent bank or credit card statements with proof of residence <p>I certify that I have examined, colour copied and attached the above-mentioned documents and confirm that they relate to the applicant.</p> <p>Name: _____ Employment role: _____</p> <p>Signed: _____ Date: _____</p>
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To be completed by the point of contact.

For official use only CONSTABULARY POINT OF CONTACT:	
Name:	Telephone extension:

OFFICIAL SENSITIVE (when completed)

Introduction

The information required on this form will enable an assessment to be made to allow the Chief Constable to fulfil a statutory obligation to run an efficient and effective Constabulary by assessing the suitability of the applicant to gain access to police assets. This is by way of undertaking vetting checks of the data subject, relatives, guardians, and any individuals identified in the course of police enquiries. The checks will be undertaken by accessing national and local police systems along with financial information in order to establish any issues relating to past cautions, convictions, family, lifestyle, financial and social circumstances.

Personal data that we collect and process for vetting is very strictly controlled and protected by a high level of physical, cyber and personnel security measures. Your vetting personal data is kept separate from other personal data and is only provided for the purpose of vetting and to those with a strict 'need to know'. This is in accordance with the General Data Protection Regulation (EU) 2016/679 as applied by Chapter 3 of Part 2 of the Data Protection Act 2018. Personal data will be retained in accordance with retention periods established through the national guide on Management of Police Information, where after it will be disposed of securely. Under the General Data Protection Regulation, individuals have a general right of access to personal data held by police forces. The data controller for the information collected by completion of this form is the Chief Constable.

Exceptionally, data supplied by you or by a third party, may be sufficiently serious that the vetting controller may consider it necessary and in the public interest to share relevant information with an appropriate authority, such as other departments within the police.

All questions on this form must be completed by the applicant. **Ensure every effort is made to provide all the information required. Failure to complete all the sections will delay your application.** Where a question is not applicable or the answer is not known, please enter 'N/A' or 'N/K'. If not known, provide a brief explanation why it is not obtainable. Ensure every effort is made to provide the information required. Do not leave blank spaces. Where there is insufficient space provided please include additional sheets of paper.

Failure to disclose relevant circumstances or information is itself likely to be regarded as evidence of unreliability and will be taken into account when assessing your suitability for security clearance. It is therefore in your own interests to be honest and open in the information you provide in this questionnaire.

You will be asked to produce original identity documents, which will be verified and copies taken, plus a recent passport size photograph **MUST** be submitted with this application.

YOUR DETAILS		
Title:(Mr/Mrs/Miss/Ms etc.)	Surname:	Forenames:(include middle names)
Maiden name/Former surnames:		Date of birth:
Town, county & country of birth:		Nationality:(include dual nationalities)
Home telephone number:		Mobile telephone number(s):
Email address(es):		
CURRENT ADDRESS (include postcode)		
		Date of occupancy: (month/year)
PREVIOUS ADDRESSES TO COVER LAST 5 YEARS WITH DATES (include postcodes). DO NOT LEAVE GAPS IN RESIDENCY		
	From:(month/year)	To:(month/year)
	From:(month/year)	To:(month/year)

OFFICIAL SENSITIVE (when completed)

YOUR SPOUSE/PARTNER'S DETAILS (include any spouse/partner and/or former partners from whom you have separated or divorced in the last 3 years)

Title:(Mr/Mrs/Miss/Ms etc.)	Surname:	Forenames:(include middle names)
Maiden name/Former surnames:		Date of birth:
Town, county & country of birth:		Nationality:(include dual nationalities)
Occupation:		If deceased, please give date:

CURRENT ADDRESS (include postcode)

	Date of occupancy: (month/year)
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PREVIOUS ADDRESSES TO COVER LAST 5 YEARS WITH DATES (include postcodes). DO NOT LEAVE GAPS IN RESIDENCY

	From:(month/year)	To:(month/year)
	From:(month/year)	To:(month/year)

YOUR CHILDREN / YOUR PARTNER'S CHILDREN'S DETAILS (include any step-children, fostered and/or adopted children. There is no requirement to provide details of those under 10 years of age)

Relationship:	Relationship:
Title:(Mr/Mrs/Miss/Ms etc.) Surname:	Title:(Mr/Mrs/Miss/Ms etc.) Surname:
Maiden name/Former surnames:	Maiden name/Former surnames:
Forenames:(include middle names)	Forenames:(include middle names)
Date of birth:	Date of birth:
Town, county & country of birth:	Town, county & country of birth:
Nationality:(include dual nationalities)	Nationality:(include dual nationalities)
Current address:(include postcode)	Current address:(include postcode)
Date of occupancy:(month/year)	Date of occupancy:(month/year)
If deceased, please give date:	If deceased, please give date:

OFFICIAL SENSITIVE (when completed)

YOUR PARENTS' DETAILS (include any step-parents, adoptive / foster parents or legal guardians)			
FATHER		MOTHER	
Relationship:(if not natural parent)		Relationship:(if not natural parent)	
Title:(Mr/Mrs/Miss/Ms etc.)	Surname:	Title:(Mr/Mrs/Miss/Ms etc.)	Surname:
Former surnames:		Maiden name/Former surnames:	
Forenames:(include middle names)		Forenames:(include middle names)	
Date of birth:		Date of birth:	
Town, county & country of birth:		Town, county & country of birth:	
Nationality:(include dual nationalities)		Nationality:(include dual nationalities)	
Current address:(include postcode)		Current address:(include postcode)	
Date of occupancy:(month/year)		Date of occupancy:(month/year)	
If deceased, please give date:		If deceased, please give date:	
Are your parents divorced, separated or widowed?		YES	NO
If "yes", does either parent have a new partner or has re-married?		YES	NO
If "yes" provide details below.			

ADDITIONAL DETAILS			
Relationship:		Relationship:	
Title:(Mr/Mrs/Miss/Ms etc.)	Surname:	Title:(Mr/Mrs/Miss/Ms etc.)	Surname:
Former surnames:		Maiden name/Former surnames:	
Forenames:(include middle names)		Forenames:(include middle names)	
Date of birth:		Date of birth:	
Town, county & country of birth:		Town, county & country of birth:	
Nationality:(include dual nationalities)		Nationality:(include dual nationalities)	
Current address:(include postcode)		Current address:(include postcode)	
Date of occupancy:(month/year)		Date of occupancy:(month/year)	
If deceased, please give date:		If deceased, please give date:	

OFFICIAL SENSITIVE (when completed)

YOUR BROTHERS AND SISTERS' DETAILS (include any full / half / step / adopted / fostered brothers and sisters. There is no requirement to provide details of those under 10 years of age)			
Relationship:		Relationship:	
Title:(Mr/Mrs/Miss/Ms etc.)	Surname:	Title:(Mr/Mrs/Miss/Ms etc.)	Surname:
Maiden name/Former surnames:		Maiden name/Former surnames:	
Forenames:(include middle names)		Forenames:(include middle names)	
Date of birth:		Date of birth:	
Town, county & country of birth:		Town, county & country of birth:	
Nationality:(include dual nationalities)		Nationality:(include dual nationalities)	
Current address:(include postcode)		Current address:(include postcode)	
Date of occupancy:(month/year)		Date of occupancy:(month/year)	
If deceased, please give date:		If deceased, please give date:	

CO-RESIDENTS' DETAILS (include any other persons residing at your address, stating their relationship to you e.g. lodger, friend)			
Relationship:		Relationship:	
Title:(Mr/Mrs/Miss/Ms etc.)	Surname:	Title:(Mr/Mrs/Miss/Ms etc.)	Surname:
Maiden name/Former surnames:		Maiden name/Former surnames:	
Forenames:(include middle names)		Forenames:(include middle names)	
Date of birth:		Date of birth:	
Town, county & country of birth:		Town, county & country of birth:	
Nationality:(include dual nationalities)		Nationality:(include dual nationalities)	
Date of occupancy: (month/year)		Date of occupancy: (month/year)	

OFFICIAL SENSITIVE (when completed)

FINANCIAL DETAILS		
In the last 10 years, have you:		
Please answer the following:	YES*	NO
** Been declared bankrupt?		
Had a loan terminated by a bank / building society?		
Had a credit / store / charge card withdrawn or been notified that a card or account has been defaulted?		
**Been subject of an adverse County Court Judgement (CCJ), a Sheriff's Court or Court of Session Judgement?		
Been party to a voluntary agreement registered with the county court, sheriff's court or court of session?		
Been the subject of an attachment of earnings order?		
Been party to an Individual Voluntary Arrangement (IVA), Debt Relief Order (DRO) or a Debt Management Programme?		
Have you ever had repossession proceedings commenced against you?		
Are there any other details or explanations that would help to clarify your current financial status which is not already covered in the answers provided above?		
* If 'YES' you must provide full details including dates on an additional sheet of paper.		
** Please provide a Certificate of Satisfaction or proof of discharge from bankruptcy, as it is needed before your application can be processed.		
If you are in any doubt about your financial situation and whether any of the questions asked apply to you, applicants may independently obtain their own credit report via 'Experian Ltd' at www.experian.co.uk		

SECURITY INFORMATION		
In accordance with the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, and the Rehabilitation of Offenders (Exceptions) Order (Northern Ireland) 1979, spent convictions may be taken into account.		
Please answer the following – have you:	YES*	NO
Been arrested for, summonsed for, charged with, cautioned for or convicted of any offence by any UK or non-UK police force, law enforcement agency or any other statutory prosecuting authority or agency		
Been involved in a criminal investigation (whether or not this has led to a prosecution)		
Been in receipt of a reprimand, warning, final warning or caution as an adult or juvenile, or any restorative justice disposal		
Been in receipt of an absolute/conditional discharge or binding over order		
Been the subject of an anti-social behaviour order, any measures introduced by Anti-social Behaviour, Crime and Policing Act 2014 such as a criminal behaviour order, civil injunction, football spectator banning order, any order under the Sexual Offences Act 2003, harassment order		
Been issued with a penalty notice for disorder or other fixed penalty notice (other than for parking).		
Had any involvement with the military authorities on disciplinary matters (whether involving court martial or not)		
Had involvement in misconduct or disciplinary proceedings whether as a paid employee or as a volunteer		
Had traffic offences (including fixed penalty notices other than for parking)		
Been involved in any actions that could be described as politically, religiously, racially, or environmentally disruptive?		
Do you associate with any person(s), including family members, who you know or have reason to believe has criminal convictions, or is engaged in criminal activities?		
Are you aware of any other circumstances, characteristics or conditions with the potential to render you susceptible to pressure or improper influence, such as the misuse of controlled or prescription drugs, financial difficulties, gambling or other addiction?		
* If 'YES' provide details including offence, sentence, sentencing authority and dates in a sealed envelope.		

OFFICIAL SENSITIVE (when completed)

Have you ever been awarded or refused a vetting clearance		YES	NO
If you have answered yes, please provide name of organisation, result and date of result. If refused, please state the reason why (if known).			

Please provide details of all instances where you have held a paid or unpaid post (including voluntary work) with the police, HM forces or HM government.	
Name of organisation	
Rank or post	
Collar / service number	
Date from	
Date to	

DECLARATION (to be completed by applicant)
<ul style="list-style-type: none">• I consent to the information provided on this form being used by Gloucestershire Constabulary for the purposes of vetting which will be handled by the Point of Contact, Force Vetting and Special Branch.• I declare that the information I have given is true and complete to the best of my knowledge and belief.• I undertake to report any material changes in the information I have given.• Financial checks will be undertaken to verify my financial status and all such information will be treated in confidence. I consent to these checks being made.• I understand that if I knowingly make a false statement or deliberate omission in the information provided, I might be disqualified from working for Gloucestershire Constabulary on this, or any future occasion, and/or may be liable to future disciplinary action.• Open source checks may be undertaken to verify my social media profile.• I understand it is my responsibility to inform those named on the form that their details have been provided for the purpose of my vetting application. <p>Signed: _____ Date: _____</p>

TO BE COMPLETED BY THE POINT OF CONTACT	
SUPPORTING DOCUMENTATION	Tick as appropriate / included
Passport sized photograph	
Colour copy of identification	
Colour copy of residency	
Financial / Security disclosures (envelope)	
Declaration signed and dated	