

EXPLANATION OF SECURITY SCREENING

To ensure that you provide us with the correct information, please read the following notes carefully.

As I am sure you are aware, Security Screening can be made difficult by lack of information or incorrect information being provided on the application form.

Here are some simple guidelines for you to follow that will enable the screening to progress as swiftly as possible.

Carry out a simple check of the information you have provided prior to sending the application form to us. In particular, check for:

- ❑ Completeness of addresses with postcodes
- ❑ Correct company names and referee job titles
- ❑ Two character referees with type of relationship and dates of association
- ❑ Gaps in employment history - the month of joining one employment should be the same month, or the month following the month of leaving the last employment
- ❑ The Letter of Authority must be completed and sent with the Application Form.

INTRODUCTION. As you may well be aware, we have to carry out security screening on you to ensure that you are not a present or potential future security risk. The British Standard which we must comply with in doing so is BS 7858:2004. Security Screening is necessary for the job that you have applied for, and the sooner we can get your screening completed the sooner we can all relax and get on with the job in hand.

Under the guidelines laid down by BS 7858, you are required to provide evidence of previous employers, periods of self-employment, periods of unemployment, periods spent in full-time education, periods spent abroad and periods spent in prison. The purpose of this is to verify your whereabouts on a month-by-month basis for the last 10 years. It is also necessary to verify your name and address and take up two Character References. This must all be completed within 16 weeks. Please complete the attached Application for Employment form fully and accurately and return to C.B Security (UK) Limited as soon as possible. This will provide enough information for your screening to proceed without delay. You also need to sign the enclosed Letter of Authority to authorize CB Security (UK) Ltd to take up your references.

YOUR HELP IS APPRECIATED You can assist greatly in your security screening by ensuring that your application form contains all of the relevant information. Please use this list as a tick-off list. If there is any information, which you do not have, submit the application form without it, but please let us know when we can expect to receive it.

NAMES AND ADDRESSES Please ensure that all names and addresses are accurate. Provide Post Codes and telephone numbers including area codes. Provide the full and accurate name of the company or school to which you refer. Ensure that surnames are spelt correctly and all information is clearly written and legible.

CHARACTER REFERENCES Should be two people that have known you on a month-by-month basis for at least two years out of the most recent five. **Neither referee should be related to you or be someone with whom you are in a long-term romantic relationship.** Please state their relationship with you and state for how long you have known them **on a continuous** basis or for which specific periods, i.e. you may have lost touch with them for a couple of years for some reason. Ask the referees permission before putting them on the application form and ensure that they are going to say the things you want them to!!

PREVIOUS EMPLOYERS State who your immediate superior was or who the person was to whom you were responsible. State also your job title at the time of leaving and your reason for leaving. Ensure all dates are recorded as month and year both for starting and for leaving employment with a company. A character reference will be requested from your immediate superior from your most recent period of employment.

NO LONGER TRADING Previous employers who are no longer trading can present a problem. Provide as much detail as you can about the company and CB Security (UK) Ltd will figure out what to do. If you are still in touch with someone from that period of time or you know their whereabouts please submit their details as an additional character reference.

PERIODS OF SELF-EMPLOYMENT should be accompanied by details of your professional advisers (Accountants, Solicitors, Bankers) during that period. Additionally, provide a letter instructing them to release details of your claims to CB Security (UK) Ltd.

PERIODS OF UNEMPLOYMENT should be accompanied by details of the office at which you were claiming the benefit or signing on. Additionally, the Letter of Authority will serve as an instruction to release details of your claims to CB Security (UK) Ltd.

PERIODS OF FULL-TIME EDUCATION should be accompanied by accurate dates of courses. This should state the month and the year of the start and finish of the course, back to the date of leaving secondary education.

PERIODS SPENT ABROAD should be accompanied by a Visa, Passport Stamp, hotel bills, wage slips (if working abroad), Credit Card Statements, etc, to show that you were where you said you were during this period. You may wish to send this directly to CB Security (UK) Ltd by Recorded Delivery or you may wish to await them contacting you for this information.

PERIODS SPENT IN PRISON should be accompanied by exact dates on a month-by-month basis. Accurate addresses of prisons are important including any prisoner reference number. If you have a Certificate of Discharge or similar please submit with the application form.



LETTER OF AUTHORITY

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. 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 authorise C B Security (UK) Limited to approach Government agencies, former employers, education establishments, criminal justice agencies and personal referees for information relating to and verification of my employment/unemployment Record.

DATA PROTECTION ACT 1988

C B Security (UK) Limited will use the information you have given on your application form (together with any information which we obtain with your consent from third parties) for assessing your suitability for employment. It may be necessary to disclose your information to our agents and other service providers.

By returning this form to us you consent to our processing sensitive personal data about you where this is necessary, for example information about your health, your credit status, ethnic origin, qualifications or criminal offences. You also consent to the transfer of your information to future potential employers where this is necessary (this may be to companies operating abroad if you apply for work outside of the United Kingdom).

Your information will be held on our computer database and in our paper filing systems. By signing below you agree to this process. You have the right to apply for a copy of your information (for which we may charge a small fee) and to have any inaccuracies corrected.

Applicant's Name _____

National Insurance No _____

Applicant's Signature _____

Date _____

DOCUMENT CHECKLIST

The following documents are required to enable work applications to be processed.
Payment will not be made until received.

1. Contract (signed)
2. Vetting form (Fully completed)
3. Signed Letter of Authority
4. Four Passport-sized photographs
5. Copy of passport
6. Copy of visa (If applicable)
7. Copy of driving licence
8. Letter of Incorporation if Limited Company or Payroll company details
9. Copy of security training certificate where applicable

Application for Employment

Instructions for Completion

- Please complete in black ink and use block capitals
- Complete all sections
- Any sections that are not applicable mark accordingly.
- Employment history section must cover at least every month of the last ten years
- Provide copies of any references or certificates that can support your application
- All declarations on page 10 must be signed and dated
- Remember, the answers given form the basis of any contract of employment
- Return the completed form to CB Security (UK) Limited

Section 1								
Mr	Mrs	Miss	Ms	Forenames	Surname			
Date of Birth				Place of Birth				
Marital Status: Single /Married /Widowed /Separated /Divorced				National Insurance No				
Surname at birth, if different				Nationality				
Address				Do you need a work permit to authorise you to work in this country? Yes/No				
				Have you lived at this address for 5 years or more? Yes/No				
				If No, state all addresses during the past five years on a separate sheet of paper, stating dates				
				Current Residence (Please tick)	Rented or Council	Owner Occupier	With Parents or relatives	Other (State)
			Postcode	Telephone No (Home)		Telephone No (Mobile)		
Next of Kin				Relationship				
Full Address of Kin								
				Telephone No of Kin				
No of Dependents				Your Email address				

Section 2

Do you have any part-time jobs or other gainful employment? If so, state what

Do you have any other commitments that may limit your working hours? (e.g. Judicial, military or Local Government)

Are you disabled? Yes/No

If registered disabled, Number:

Expiry Date:

Please detail any major illness during the last ten years, or any illness that has caused you to have more than 3 days off work in the last 2 years.

Please give details of any major long-term illness that you have or that are hereditary i.e. cancer, diabetes, epilepsy, heart disease

Do you consider yourself physically capable of carrying out the duties that this position will require?

Yes/No

Do you smoke? Yes/No

Are you taking prescribed drugs? Yes/No

Please provide photocopies of the following documents with your application form:

Passport	Number	Issue Date	Expiry Date
Work Permit/Visa	Number	Issue Date	Expiry Date
Driving Licence	Number	Issue Date	Expiry Date

Please also provide four "passport-sized" (recently taken), photographs of yourself. Are these enclosed?

Yes/No

When will these be received?

Have you enclosed a Data Protection police Check / PNC document? (Please tick)	Yes/No	Original Enclosed	Already Requested	Receipt Enclosed	Will do so ASAP
--	--------	-------------------	-------------------	------------------	-----------------

Section 3

Employment Record since leaving school. Please start with your present or last employer. All employees are to be screened for the last ten years continuous employment, or since leaving school if within that time. Any breaks in employment therefore need to be noted on this form. Please continue on a separate sheet if necessary. The existence of a gap in your employment record does not automatically preclude you from employment but can be covered in other ways, so provide as much information as possible.

From (Day/Month/Year)	Until (Day/Month/Year)	Position/Job Title	
Name and Address		Main Duties	
		Reason for Leaving	
	Postcode		
Telephone No		Responsible to	
Nature of Business		Fax No	Email Address
From (Day/Month/Year)	Until (Day/Month/Year)	Position/Job Title	
Name and Address		Main Duties	
		Reason for Leaving	
	Postcode		
Telephone No		Responsible to	
Nature of Business		Fax No	Email Address
From (Day/Month/Year)	Until (Day/Month/Year)	Position/Job Title	
Name and Address		Main Duties	
		Reason for Leaving	
	Postcode		
Telephone No		Responsible to	
Nature of Business		Fax No	Email Address

Section 3 cont/.....d

From (Day/Month/Year)	Until (Day/Month/Year)	Position/Job Title	
Name and Address		Main Duties	
		Reason for Leaving	
	Postcode		
Telephone No		Responsible to	
Nature of Business		Fax No	Email Address
From (Day/Month/Year)	Until (Day/Month/Year)	Position/Job Title	
Name and Address		Main Duties	
		Reason for Leaving	
	Postcode		
Telephone No		Responsible to	
Nature of Business		Fax No	Email Address
From (Day/Month/Year)	Until (Day/Month/Year)	Position/Job Title	
Name and Address		Main Duties	
		Reason for Leaving	
	Postcode		
Telephone No		Responsible to	
Nature of Business		Fax No	Email Address

Section 4

SCHOOLS From (Month/Year)	To (Month/Year)	Examinations and results
COLLEGE/UNIVERSITY From (Month/Year)	To (Month/Year)	Examinations and results
FURTHER EDUCATION From (Month/Year)	To (Month/Year)	Courses and results
Professional membership and qualifications		
Please indicate any particular skills, achievements or activities which are relevant to your application, including any foreign languages and your degree of fluency		

Section 5

Please note that your present employer will not be contacted until a position has been offered and accepted by you. However, any offer made will then be subject to the receipt of satisfactory references from your present employer. We reserve the right to contact all past employees and character referees. Please give details of two people, who are not related to you nor are previous employers, to whom we may apply for a character reference.

Type of Reference	Character/Self Employment	Type of Reference	Character/Self Employment
From (Month/Year)	To (Month/Year)	From (Month/Year)	To (Month/Year)
Name		Name	
Occupation		Occupation	
Relationship		Relationship	
Full Address		Full Address	
Postcode		Postcode	
Telephone No	Fax No	Telephone No	Fax No

Section 6

Have you ever been fined, sentenced to imprisonment, placed on probation, discharged on payment of costs, or had any other order made against you by a criminal, civil or military court, or public authority, or is any action pending? This is to include details of any bankruptcy proceedings or Court Judgements for debt

Yes/No (If yes, give full details)

Have you been convicted of any driving offence or equivalent outside the UK within the last ten years?

Yes/No (if yes, give full details)

Declaration 1 I declare that I filled out this form myself* OR this form was filled out by*:

Signed: _____

Date: _____

Declaration 2 I declare that the particulars given on this form are true, and accurate to the best of my knowledge. I acknowledge that misrepresenting the facts on this form constitutes grounds for immediate dismissal

Signed: _____

Date: _____

Declaration 3 I authorise CB Security (UK) Limited to approach former employers, schools, colleges, character referees, the Police, and any government agencies for the purpose of verifying the information that I have supplied on this Application for Employment. I am prepared to sign a Statutory Declaration if required to do so

Signed: _____

Date: _____

Current Employer. May we approach your current employer for security screening purposes?

Yes/No

If not, when can we? (Date)