



Office Use Only	
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VETTING – Personal Information

Before starting to complete this form:

- Please read Explanatory Notes
- Remember to enter information in **BLACK INK** and **BLOCK LETTERS**
- Ensure you answer all questions in full
- If a question does not apply, clearly mark as N/A
- If you do not know the information requested, clearly mark as N/K
- Please note that N/A or N/K responses may delay your clearance.
- If you cannot complete the question in the space provided please attach an A4 sheet with the additional information, please state clearly which question the answer relates to.

Explanatory Notes - **Please read the following instructions carefully.**

- The information required in this questionnaire is to allow the Chief Constable to fulfil a statutory obligation to run an efficient and effective Force. To meet this obligation we must provide for the safety of our staff, and ensure that those with access to force information are trustworthy and unlikely to breach confidences. **Any infringement of an individual’s right to respect for family life, European Convention on Human Rights ECHR - Article 8, and discrimination - ECHR Article 14, will only be that which is necessary and proportionate. The legitimate aims of such action will include the protection of the rights and freedoms of others, safeguarding public safety, the prevention of disorder and crime and in some cases national security.**
- The information you provide in this questionnaire will be treated in the strictest confidence. It is in your interest to make a full and frank disclosure, since **withholding any relevant information may result in your being excluded from appointment, or access to premises or systems.**
- Should vetting clearance not be granted, you will be advised. Reasons will not normally be given to protect the confidentiality of others or security of the Police Service. However, you may request a review of the decision and this will be done by someone who was not involved in the original decision. (Internal candidates may appeal the decision).
- Your vetting clearance will last for between 5 and 10 years from the date of clearance, but will be reviewed periodically. In some cases, you and your line manager will be required to complete an annual security review.
- When you have completed this form, please seal it with other relevant documents.

Section 1 - Applicant Details - Ensure you include ALL Surnames/Last names/Family names you have ever used. Complete all boxes.

Title (Mr, Ms, Mrs, Miss, other)			
Surname/ Family name (now)			
ALL Forenames/First Name(s) (include all forenames used by you since birth)			
Surname/Last name/Family name at Birth	Other Surnames/Last names/Family names used since birth		
Date of Birth		Town, County and Country of Birth	
Day	Month	Year	

Section 2 – Contact Details - This will help us to contact you if there are any queries.

Home Tel	Work Tel
Mobile Tel	Personal Email Address

Section 3 - Role - Give brief details of the work you do/will be doing with the Police, also your place of work or the sites you will be visiting (if known).

Post/Position held/sought:	
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Section 4 – Current Address - Include full details and post code

House Number / Name	Street Name
Town / City	County
Post Code	Date of Occupancy

Section 5 – Previous Addresses (past 5 years for you) - If you have not lived in your current address for 5 years, list any other addresses to cover the previous 5 years.

Full Address (include post code if known)	Date From / To
1	
2	
3	
4	

Section 6 – Residency – Please provide details of any period of time (exceeding a total of three months in any one year) in the last 5 years you have spent outside of the UK including the countries you have visited

Countries Visited	Date From / To

Section 7 – Current Spouse or Partner – Please provide ALL details whether or not they live with you.

Title (Mr, Ms, Mrs, Miss, other)			
Surname/ Family name (now)			
ALL Forename/First names(s)			
Surname/ Family name at Birth	Other Surnames/ Family names you may have used		
Date of Birth		Town County and Country of Birth	
Day	Month		

Section 8 – Current Spouse or Partner Current and Previous Addresses (past 5 years for your partner) –
 Ensure you include their current address and also any other addresses to cover the previous 5 years.

Full Address (include post code if known)	Date From / To

Section 9 – Previous Spouse or Partner Please include any spouse/partner etc who has died or from whom you have been divorced or separated within the last three years. If additional partners are applicable, please provide additional information on a separate sheet of A4 paper.

Title (Mr, Ms, Mrs, Miss, other)			
Surname/Last name/Family name			
ALL Forename/First names(s)			
Surname/Last name/Family name at Birth		Other Surnames/Last name/Family names you may have used	
Date of Birth			Town and Country of Birth
Day	Month	Year	

Section 10 – Nationality - Include the Nationality as detailed on your passport. Complete all boxes

What is your current nationality?			
If a Commonwealth citizen or a foreign national is your stay in the UK free of restrictions?		Yes	<input type="checkbox"/> No <input type="checkbox"/>
If you are a Commonwealth citizen or foreign national, you MUST include a photocopy of your passport to show your stay in the UK is free of restrictions.	Photocopy of passport enclosed?	Yes	<input type="checkbox"/> No <input type="checkbox"/>
	Photocopy of Residency permit enclosed?	Yes	<input type="checkbox"/> No <input type="checkbox"/>
If you are an Accession State Citizen you MUST include a copy of your Worker’s Registration Scheme (WRS) certificate.	Photocopy of WRS certification enclosed?	Yes	<input type="checkbox"/> No <input type="checkbox"/>

Section 11 – Family Members and Co-Residents Give full details of your current and past family members (wherever they live) and anyone else who lives at your home. (Indicate if any are deceased and include year). It is important that you inform family members and co-residents that their details have been submitted as part of the vetting process.

Relationship to You (delete as appropriate)	Full Name	Previous Names (used during life time)	Date of Birth	Place of Birth	Full Address (including postcode if known)
Your spouse or partner					
Your father					
Your stepfather or mother's partner					
Your mother (all names since birth)					
Your step mother or father's partner					
Your brother or sister (Full / half / step)					
Your brother or sister (Full / half / step)					
Your brother or sister (Full / half / step)					
Your brother or sister (Full / half / step)					
Your spouse's or partner's mother / stepmother					
Your spouse's or partner's father / stepfather					
Your child / child of partner (only state if aged 10+)					
Your child / child of partner (only state if aged 10+)					
Your child / child of partner (only state if aged 10+)					
Your child / child of partner (only state if aged 10+)					
Other adults living at your address (eg lodger)					

Section 12 – Previous Convictions and Cautions – Please note that under the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975), vetting applicants seeking to join the Force must **declare ALL convictions**, including spent convictions irrespective of when they occurred.

Police National Computer records will be checked and **any omissions could affect the outcome of the vetting process**. This information will **NOT** be divulged to your family, employer or Police manager.

In answering these questions, please include Traffic Convictions (other than parking fines) and appearances before a court martial			
Have you ever been issued with Penalty Notice for Disorder or been Convicted for any criminal offence or been Cautioned or subject of any Bind Over imposed by the court?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been arrested?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been involved in a criminal investigation in any capacity? (Whether or not this led to prosecution, for example as a witness, victim or suspect?)		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you been charged or summonsed for an offence that has not yet been dealt with?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you have answered 'Yes' to any of the above, please enter details below (continue on a separate A4 sheet if necessary)			
Date	Offence	Result	Court

Section 13 – Criminal Associates – Include information within your knowledge and please note that omissions could affect the outcome of the vetting process.

Do not carry out checks or cause checks to be carried out in order to obtain this information.

If a serving officer do not include registered informants or contacts.

Do you have any relative or associate (including co-resident) who you know or have reason to believe has criminal convictions or cautions (excluding traffic convictions)?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Do you have any relative or associate (including co-resident) who you know or have reason to believe is or has been engaged in criminal activities?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Do you have any relative or associate (including co-resident) who you know or have reason to believe is a person who associates regularly with such persons?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If you have answered 'Yes' please enter details below (if known)				
Name	Address	Date of Birth	Relationship & When last seen	Details Known

Section 14 – Extremist Groups –

(Do not carry out checks or cause checks to be carried out in order to obtain this information)

Do you or any relative or associate belong to or have contact with any group or organisation using criminal means to achieve objectives (such as extreme animal rights or environmental groups) or whose aims or pronouncements may contradict the Police Service’s duty to promote race equality?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you have answered ‘Yes’ please enter details below		

Section 15 – Personal Circumstances or Characteristics –

Are you aware of any other circumstances or characteristics which may affect your suitability for appointment or continued employment - examples include habitual or regular use of addictive substances (drugs or alcohol etc), serious financial difficulties, or conduct which could make you susceptible to pressure or improper influence by anyone?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you have answered ‘Yes’ please enter details below (DO NOT include details of medical or psychological issues but simply indicate this may be the case and the matter will be referred to the Force Medical Officer)		

Section 16 – Current / Previous Police (including support staff) or Military Service - If you have previously worked within any Police Force, UK Law Enforcement Agency or Military Branch, in any capacity, please give details.

Police Force/Military Branch & Regiment	Service dates:	
Rank and Service or Shoulder/Warrant number	Reason for leaving	
Have you ever been subject to or are you currently under, investigation for a complaint, discipline or integrity matter?		
	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you have answered ‘Yes’ to the above, please enter details below (continue on a separate page if necessary)		
Date	Offence/Complaint	Result

Section 17 – Previous Vetting –

Have you previously been subject of a vetting procedure?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes please provide details of clearance level, the date of clearance and the organisation who conducted the vetting.				

Section 18 – Financial Position – Credit reference checks will be completed and any omissions could affect the outcome of the vetting process (continue on separate sheet of A4 if necessary)

Please answer questions in respect of yourself and your spouse or partner for the last 10 years.			
Questions	Yes	No	Details including dates
Have you had a loan arrangement terminated by a bank / building society / finance house / other?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you had a credit / charge / store or cheque card withdrawn?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you been served with a default notice on any credit agreement?	<input type="checkbox"/>	<input type="checkbox"/>	
Are you in arrears with any existing loan / mortgage / hire purchase agreement?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever been registered as bankrupt?	<input type="checkbox"/>	<input type="checkbox"/>	
If 'Yes' have your bankruptcy debts been discharged? (Please provide a certificate of satisfaction)	<input type="checkbox"/>	<input type="checkbox"/>	
Have you had any court action taken against you for any debt?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you been party to a voluntary agreement registered with the County Court, IVA, a Debt Relief Order or Debt Management Programme?	<input type="checkbox"/>	<input type="checkbox"/>	
Has a County Court / Tribunal Judgement been made against you?	<input type="checkbox"/>	<input type="checkbox"/>	
If 'Yes' has it been cleared? (Please provide a certificate of satisfaction)	<input type="checkbox"/>	<input type="checkbox"/>	
Have you had repossession proceedings commenced against you?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you consolidated your debts with one lender?	<input type="checkbox"/>	<input type="checkbox"/>	
Been the subject of an adverse County Court Judgement, or a Sheriff's Court or Court of Session judgement in Scotland, on financial matters?	<input type="checkbox"/>	<input type="checkbox"/>	
Been the subject of an attachment of earnings order?	<input type="checkbox"/>	<input type="checkbox"/>	

Section 19 – Business Interests –

Do you have any secondary employment or business interest, or any financial interests that you intend to continue whilst employed within the police service or are you a director of any business or commercial enterprise? (✓)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes please state nature of job/business				

Section 20 – Vetting References :

Separate security references may be requested in addition to the employment references taken up by the Force Recruitment department.

Please include details of names, rank/title, posts and department of your immediate line supervisor(s) for the last FIVE YEARS. For new staff joining the Force, please provide full contact details for your line managers in jobs you have held during the last FIVE YEARS.

If you were not in employment for the past five years eg in full time education or providing child care please provide details of a Teacher/Lecturer or alternative character reference (NOT a relative)

Rank or Title	Name	Contact details or full name & address of employer:	Date From-To

Section 22 – Declaration - Read this section carefully, then sign and date.

<ul style="list-style-type: none"> ➤ I declare that I have read and understood the explanatory notes provided and that the information I have provided is true and complete to the best of my knowledge and belief. ➤ I undertake to notify, wherever possible, my family and co-residents that their details have been supplied as part of the vetting process. ➤ I undertake to notify any material changes or additions in the information I have provided in this form, to the Vetting Team. ➤ I understand that if I have knowingly made a false statement or deliberate omission in the information I have provided in this form, I may be disqualified from appointment or access to Police premises, systems or information and, in respect of current employees, may be liable to disciplinary action. ➤ I understand that the information I have provided may be held on manual filing and computer systems as part of the process. This information may be shared with other police forces. ➤ I understand that the Police will record the data I provide for the purposes of recruitment. Personal data collected on this form will be treated in the strictest confidence and will remain within the Vetting Team. Details provided will be checked against records held by the police and credit reference agencies, and other relevant enquiries may be undertaken in accordance with the Force Vetting Policy. The results of these checks will be recorded and form part of the vetting record. ➤ I understand that the Chief Officer retains the right to reject any application without giving reasons. ➤ I consent to this vetting process. 	
Signature:	Date:

If you have any questions please contact the Vetting Team.