

Security Screening of new employees – 2006 onwards

Notice to:

- 1) If you are offered a position within the employ of the company you will be security screened and also we will obviously be monitoring your progress during the first 12 weeks you are employed by Davenheath-OTS. Therefore we offer during this period Probationary Employment. Once the screening has satisfactorily been completed and we are satisfied that your competence has been proven we will transfer you to a full staff membership and you will be offered a Contract of Employment.
- 2) It is mandatory for Davenheath-OTS to carry out security screening checks of your Application for Employment. The National Security Inspectorate require us to check with your previous employers, Colleges and Schools where you have been for the last 10 years and if you are aged 22 or under, back to the school you attended when you were 12 years old.
- 3) If you are offered a position within the company then we require sight of documents that prove your age, identity, current address, training and qualifications. At least one of the documents should contain a recent photograph of yourself such as a Passport or Driving Licence. If you do not have such a document then a Passport sized photograph should be produced, counter-signed on the back by a suitable person such as a Accountant, Councillor, Justice of the Peace, Minister of your recognised religion or a Nurse, Pharmacist, Police Officer or Social Worker etc.
- 4) We are instructed to check all Documents under normal or ultra violet light and if we have any doubt as to their authenticity we are obligated to notify the relevant authorities.
- 5) On your Application Form where you are asked for Character References please do not give Family members or persons residing at the same address as yourself.
- 6) On the attached form which you will be asked to sign to authorise this Company to undertake your Security Screening with your consent, you are requested to give us authority to carry out a check on your financial history. This is carried out at our expense via a recognised credit reference bureau or agent and should include checks on CCJ's, Bankruptcy Orders, Aliases, Date of Birth and Electoral Register.

Police Screening

The Police, in applying their policy on security systems, may preclude a company from its List of Compliant Security Systems installers if a principal or employee has criminal convictions.

In connection with your application for employment, you are required to supply personal information. Any convictions, including bind-overs, should be shown. You are required to sign the attached Police Screening form authorising the Police to inform your employer if you are considered to be unsuitable for employment under the terms of their Security System Policy.

It should be noted that failure to provide relevant information, or to give false information, could lead to prosecution for an offence under Section 16, Theft Act 1968.

Following the checks the Police, at their discretion, may advise an employer/prospective employer that an individual is not acceptable because of their convictions but in so doing they will **NOT** reveal actual details.

Where you believe you have been wrongly identified, you are entitled to make representation to the Police. This should be done through the employer in the first instance.

If there is insufficient space on the form overleaf to fully answer any question, please continue on a separate sheet of paper.

NB The Rehabilitation of Offenders Act 1974 applies to this request for information. You are **NOT** required to disclose a conviction which has become spent under the Act.



PERSONAL REFERENCE AND EMPLOYMENT VERIFICATION

Please read this carefully before signing this form.

I understand that employment with the Company is subject to satisfactory references and security screening in accordance with BS7858.

I undertake to co-operate with the Company in providing any additional information required to meet these criteria;

I authorise the Company and/or its nominated agent to approach previous employers, schools, colleges, character referees or Government agencies to verify that the information I have provided is correct.

I authorise the Company to make a consumer information search with a credit reference agency, which will keep a record of that search and may share that information with other credit references agencies.

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 consent to the Company's reasonable processing of any sensitive personal information obtained for the purpose of establishing my medical condition and future fitness to perform my duties. I accept that I may be required to undergo a medical examination where requested by the Company. Subject to the Access of Medical Records Act 1988, I consent to the results of such examinations to be given to the Company.

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 hereby certify that, to the best of my knowledge, the details I have given in this application form are complete and correct.

I understand that any false statement or omission to the Company or its representatives may render me liable to dismissal without notice.

SIGNATURE.....

PRINT NAME.....

DATE.....

Form A – To be retained by the police

Request for a police check in respect of an application for employment within a Security System Company

PART A – To be completed by the applicant in BLOCK CAPITALS

I am aware that this employment is subject to a police record check and I consent to such a check being performed. This has been explained to me and I understand spent convictions are not considered by the police in assessing my suitability. I authorise the police to inform my employer if they consider me to be an unsuitable employee under their Force Policy on Security Systems, because of any criminal convictions.

Position in company.....

Signature Date.....

Surname/Family Names

All First Names

Maiden/Former Names

Date of Birth/...../.....Place of Birth Sec M/F*

Present Address

.....

.....

Previous Addresses in last 5 years (give dates):

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(continue overleaf if necessary)

Have you ever been convicted at a Court for any offence which is not now spent under the terms of the Rehabilitation of Offenders Act 1974...YES/NO*

If YES, provide details overleaf, including approximate date, the offence, and the Court or Police Force which dealt with you.

*delete as appropriate

PART B – To be completed by the employer

The person identified above satisfied the conditions for requesting a police check set out in the ACPO Policy on Security Systems. The particulars provided have been verified and I am satisfied they are accurate.

I/we indemnify the Commissioner of the Metropolitan Police and all the officers and civil staff of the Metropolitan Police Service against all actions, claims, costs and demands arising out of the giving of information in response to this request

Signed Print Name

Position in Company.....

Date.....

Name & Address of Company.....

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PART C – For Police use only

PNC/NIB Records only have been checked against the above details:

No trace on details supplied.

The subject appears identical with the person whose criminal record is attached.

SIGNED DATE

ALL FORMS TO BE RETURNED TO THE NOMINATED OFFICER IN THE FORCE FOR IMPLEMENTATION OF THIS ACPO SECURITY SYSTEMS POLICY.

This form and the Criminal Record must be retained by the police