

BS7858 Vetting Application Form

Doc Ref:

Issue: 1

Authorised By: [Name 1]

Date: [dd/mm/yyyy]

This form must be completed in FULL BLOCK CAPITALS using Blue / Black ink.
Please read the notes in highlighted boxes – failure to do so may delay the process of your application.

Section 1 – Personal Information

Your full five year address history must be provided, including the month and year of each move to a new address.

Title	Mr / Mrs / Miss / Ms / Other	First Name	
Middle Name		Surname	
Have you ever been known by any other name?	Yes	No	
If Yes, please list your previous name(s)		Date of change	
Home Telephone Number		Mobile	
NI Number		Email	

Your full five year address history must be provided, including the month and year of each move to a new address

Current Address with postcode:	From		To		
Previous Address:	From		To		
Previous Address:	From		To		

Section 1.2 – Next of kin

Please provide the contact details of your next of kin

Title	Mr / Mrs / Miss / Ms / Other	First Name	
Middle Name		Surname	
Home Telephone Number		Mobile	
Email			

Section 1.3 – Driving Licence

Do you have a valid driving licence?

YES / NO

Do you have any points on your licence?

YES / NO

Details

Section 1.4 – Uniform sizes (inches)

Chest	Inside leg	Height	Waist	Collar	Shoe
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Section 1.5 Convictions*Rehabilitation of Offenders Act 1974*

You will appreciate that all companies in the Security Industry must refuse employment to the applicants who have unspent convictions. This means convictions not classed as 'spent' under the provisions of the Rehabilitation of Offenders Act 1974. The purpose of the Rehabilitation of Offenders Act 1974 is to give convicted persons a chance to 'live down' their convictions. If you have a conviction, it means that after a certain time has passed since the conviction it becomes 'spent' and you are entitled to ignore it when filling in your application form and answering questions asked by a member of our staff.

If you have a criminal conviction, imposed by either Civilian or Military Court, it is your responsibility to find out whether it is 'spent' or 'unspent'. Should you be in doubt about whether or not the conviction(s) is/are 'spent', make sure of your position by contacting a Citizen Advice Bureau, a Community Law Centre or, the Clerk of the Court where you were last sentenced. Please note; Failure to disclose an unspent conviction is in itself a criminal offence.

Do you have any cautions/convictions?	Yes / No
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(Failure to declare any unspent convictions may result in your application being rejected)

If Yes please provide details on a separate sheet.

If No please write NONE here

Section 2 – Education & Training

Do you have a valid SIA Licence?	Yes	No
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Please record below type of Licence and Licence No.

Security Guarding Licence No:		Expiry Date:	
Door Supervisor Licence No:		Expiry Date:	
CCTV Licence No:		Expiry Date:	

Are you a qualified First Aider?	Yes	No
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If Applicable, Expiry Date:

Section 2.1 – Education & Training

Please list any other professional training starting with the most recent first

Name and Address of Training Organisation /School/College	From (Month/Year)	To (Month/Year)	Course Title	Result
	/	/		
	/	/		
	/	/		
	/	/		
	/	/		
	/	/		

Section 3 – 5 Year Work History

GHA Northwest Ltd is obligated to screen all employees to the BS7858 standards. This means that we have to have confirmation of your full five year work/education/unemployment history, where possible, by somebody within that organisation.

If, over the past five years, there are periods where you were not in full time education/employment or claiming any benefits then please make note of this in the relevant space and we will seek clarification of this from a reliable source.

Name & Address of Employer	From DD/MM/YY	To DD/MM/YY	Position	Brief description of duties	Reason for leaving
Company Name: Address: Tel: Post Code:	/ / Fax:	/ / Fax:	Contact Name: Email:		
Company Name: Address: Tel: Post Code:	/ / Fax:	/ / Fax:	Contact Name: Email:		
Company Name: Address: Tel: Post Code:	/ / Fax:	/ / Fax:	Contact Name: Email:		
Company Name: Address: Tel: Post Code:	/ / Fax:	/ / Fax:	Contact Name: Email:		
Company Name: Address: Tel: Post Code:	/ / Fax:	/ / Fax:	Contact Name: Email:		
Company Name: Address: Tel: Post Code:	/ / Fax:	/ / Fax:	Contact Name: Email:		

Section 4 – Additional Information

Please use this section to provide any additional information to support this document.

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Section 5 – References

5.1 Trade References – (Only required if self employed within the last 5 years)

Name
Address
Postcode
Contact Number
Email address
Relationship (e.g. ex-client)

Name
Address
Postcode
Contact Number
Email address
Relationship (e.g. ex-client)

5.2 Character References x 2 required

The referees should have known you for a minimum of 2 years (within the last 5 years). The referee cannot be a blood relation and should not live at the same address as you or another referee. They cannot be your employer or a previous employer and ideally the referee should be a person in authority and/or someone who knows you well. In the event of gaps in employment history an additional referee may be required to provide a witness statement to cover these gaps.

Name
Address
Postcode
Contact Number
Email address
Relationship (e.g. friend)
Length of time known

Name
Address
Postcode
Contact Number
Email address
Relationship (e.g. friend)
Length time known

Section 8 – Equal Opportunities Monitoring Form

This form will be used to monitor how GHA Northwest Ltd 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: 18 – 24 <input type="checkbox"/> 25 – 34 <input type="checkbox"/> 35 – 44 <input type="checkbox"/> 45 – 54 <input type="checkbox"/> 55 – 64 <input type="checkbox"/> 65+ <input type="checkbox"/>	Please indicate your marital status: Single <input type="checkbox"/> Married <input type="checkbox"/> Civil Partnership <input type="checkbox"/> Divorced <input type="checkbox"/> Prefer not to say <input type="checkbox"/> Other (please state) <input type="checkbox"/> _____	Are you: Male <input type="checkbox"/> Female <input type="checkbox"/>	Religion: Christian <input type="checkbox"/> Jewish <input type="checkbox"/> Sikh <input type="checkbox"/> Muslim <input type="checkbox"/> Hindu <input type="checkbox"/> Buddhist <input type="checkbox"/> Rastafarian <input type="checkbox"/> None <input type="checkbox"/> Prefer not to say <input type="checkbox"/> Other Religion (please specify) <input type="checkbox"/> _____
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Ethnicity:

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

A White British <input type="checkbox"/> White European <input type="checkbox"/> White Other (please state) <input type="checkbox"/> _____	B 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) <input type="checkbox"/> _____	C Asian or Asian British <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Other Asian Background (please state) <input type="checkbox"/> _____
D Black or Black British <input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Other Black Background (please state) <input type="checkbox"/> _____	E Chinese <input type="checkbox"/> Other (please state) <input type="checkbox"/> _____ F Any Other Ethnic Group (please state) <input type="checkbox"/> _____	Where did you hear about this vacancy? Newspaper <input type="checkbox"/> Company Website <input type="checkbox"/> Agency <input type="checkbox"/> Word of Mouth <input type="checkbox"/> Other (please state) _____

Section 9 – Final Check list of all items to be returned with this form, the more information we have to start with the quicker the vetting process! This is to be completed by Account Manager

- GHA Northwest Ltd Services BS7858 Disclosure Form, signed section 7
- Photocopy of Photo ID (signed and dated by Account Manager)
- 2 x proof of address photocopies (signed and dated by Account Manager)
- Right to work (Passport/Non-EU, photocopy of Permit to Work and NI number –signed and dated by Account Manager)
- Photocopy of signed SIA licence card (signed and dated by Account Manager)

Account Manager Name: _____
 PRINTED

Date: _____

Proposed site: _____

List of acceptable documents

That can be used for proof of identity, proof of address and right to work.

Acceptable Proof of Identity Documents (1 document required):

Valid current Passport

Driving Licence (both parts-plastic card and paper format) # **see below.**

Original Full Birth Certificate - issued within 12 months of date of birth, showing both parents names. **Please note that a short birth certificate is not acceptable.**

UK Adoption Certificate

(# **not acceptable** if utilised for Proof of Address-see below)

N.B. Document must be validated 'original seen and verified by..... date....' by a responsible member of your staff.

Acceptable Proof of Address Documents (2 documents required)

Valid UK Firearms Licence (with photo)

Valid UK Driving Licence (#only in event of **not** being used for Identity)

P45- issued in last twelve (12) months

P60- issued in last six (6) months

Bank, Building Society or Credit Card Statement (less than 3 months old)*

Mortgage Statement (less than 12 months old)*

Utility Bill (less than 3 months old) – **maximum of one (1) only acceptable per screening***

TV Licence - issued in last twelve months*

Pension, ISA or Endowment Statement - issued in last 12 months*

Letter from HMRC, DWP or Local Authority (less than 3 months old)*

Court Summons - issued in last 12 months*

Council Tax Statement - issued in last 12 months*

Child Benefit Book - issued in last 12 months*

Housing Tenancy/Rental Agreement-showing candidate as current occupier

Payslip, showing candidates address, employers name and logo (less than 3 months old)*

N.B. * less than 3 or 12 months old (as applicable) at time of supply to GHA Northwest Ltd.
Document must show candidates name and current address and be validated 'original seen and verified by..... date....' by a responsible member of your staff.

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

Passport: current or 'out of date' acceptable

Birth Certificate-accompanied by document confirming NI No (Tax letter etc)

Visa/ Work permit

Proof of NI

N.B. Document must be validated 'original seen and verified by..... date....' by a responsible member of your staff.