

RESTRICTED (when complete)

Essex Police Corporate Vetting Unit

Office Use Only	
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Personal Information

Before starting to complete this form:

- Please read Explanatory Notes on back page
- 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

Section 1 – Applicant Details

Surname (Mr, Ms, Mrs, Miss)	First Names
Surname at Birth	Other Surnames
Date of Birth Day Month Year	Town and Country of Birth

Section 2 – Nationality

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"/>

Section 3 – Current Address

House Number/Name	Street Name
District	Town / City
County	Post Code
Date of Occupancy	If you have been resident at this address for less than 5 years please list previous addresses at section 4

Section 4 – Previous Addresses (past 5 years for you and / your partner)

Full Address (include post code if known)	Date From / To
1	
2	
3	
4	
5	

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Section 5 – Family Members and Co-Residents (please indicate if deceased)

Spouse or partner	Surnames (all)	Forenames
	Date of Birth	Place of Birth
	Address	Post Code
Father	Surnames (all)	Forenames
	Date of Birth	Place of Birth
	Address	Post Code
Stepfather or Mother's partner	Surnames (all)	Forenames
	Date of Birth	Place of Birth
	Address	Post Code
Mother	Surnames (all)	Forenames
	Date of Birth	Place of Birth
	Address	Post Code
Stepmother or Father's partner	Surnames (all)	Forenames
	Date of Birth	Place of Birth
	Address	Post Code
Brother / Sister Full/Half/Step	Surnames (all)	Forenames
	Date of Birth	Place of Birth
	Address	Post Code
Brother / Sister Full/Half/Step	Surnames (all)	Forenames
	Date of Birth	Place of Birth
	Address	Post Code
Brother / Sister Full/Half/Step	Surnames (all)	Forenames
	Date of Birth	Place of Birth
	Address	Post Code
Brother / Sister Full/Half/Step	Surnames (all)	Forenames
	Date of Birth	Place of Birth
	Address	Post Code
Child (over 10) Partner's child	Surnames (all)	Forenames
	Date of Birth	Place of Birth
	Address	Post Code
Child (over 10) Partner's child	Surnames (all)	Forenames
	Date of Birth	Place of Birth
	Address	Post Code
Child (over 10) Partner's child	Surnames (all)	Forenames
	Date of Birth	Place of Birth
	Address	Post Code
Other Residents at your address	Surnames (all)	Forenames
	Date of Birth	Place of Birth
	Address	Post Code

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Other Residents at your address	Surnames (all)	Forenames
	Date of Birth	Place of Birth
	Address	Post Code
Other Residents at your address	Surnames (all)	Forenames
	Date of Birth	Place of Birth
	Address	Post Code
Other Residents at your address	Surnames (all)	Forenames
	Date of Birth	Place of Birth
	Address	Post Code

N.B You must inform third parties that their details have been submitted as part of the Vetting Process.

Please include Spouses/Partners from whom you have separated or divorced within the last 3 years.

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Section 6 – Previous Convictions and Caution

In answering these questions please include ‘spent convictions’ under the Rehabilitation of Offenders Act and traffic convictions (other than parking fines)			
Have you ever been issued with a Fixed Penalty Notice, other than for minor traffic offences?			
	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been cautioned or convicted of a criminal offence?			
	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been involved in any other criminal investigation?			
	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Have you been charged or summonsed for any offences that have 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 in Section 14 if necessary)			
Date	Offence	Result	Court

Section 7 – Criminal Associates

Do you have any relative or associate (including co-resident) who you know or have Reason to believe has criminal convictions (excluding traffic convictions) OR is Engaged in criminal activities OR 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		

N.B. Do not carry out any checks or cause any checks to be carried out to obtain this information

Section 8 – Extremist Groups

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 duty to promote race equality?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you have entered ‘Yes’ please enter details below			

Section 9 – Personal Circumstances or Characteristics

Are you aware of any other circumstances or characteristics which may affect your suitability for appointment or continued employment – examples including serious medical or psychological problems, habitual 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 cause and the matter will be referred to the Force Medical Officer).			

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Section 10 – Financial Position

(You need not fill in this section if you have been requested to complete the full financial enquiry form – go to Section 11)

Please answer questions in respect of yourself and your spouse or partner for the last 6 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"/>	
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?	<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 debt with one lender?	<input type="checkbox"/>	<input type="checkbox"/>	

Section 11 – Reference (Please tick if you want us to delay contact and explain in Section 14)

Please supply details of two referees. At least one should include your most recent line manager from your current employers – or if not employed, from another reputable person

Employer	Name of Line Manager (or other)	Contact Address
Employer	Name of Line Manager (or other)	Contact Address

Section 12 – Role and Vetting Details

Role of work to be undertaken in Essex Police
Current or Previous Police Employment (Please specify Force, position and staff number)
If you have been through a previous vetting process please provide brief details

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Section 13 – Contact Details (Optional)

Home Tel:	Work Tel:
Mobile Tel:	Email Address:

Section 14 – Additional Information

Section Number	

Section 15 – Declaration

<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 my family and co-residents that their details have been supplied as part of the vetting process.➤ I understand that I may be required to see the Force Medical Officer if this is considered necessary.➤ I undertake to notify any material changes or additions in the information I have provided in this form to the Corporate Vetting Unit.➤ 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 access to Essex Police premises, systems or information and in respect of employees, may be liable to disciplinary action.➤ I understand that Essex Police will record the data I provide for the purposes of recruitment and if appointed, for ‘aftercare’ vetting. Personal data collected on this form will be treated in the strictest confidence and will remain within the Corporate Vetting Unit. The police national computer, credit reference agencies and other computerised systems will be consulted to verify the details you have provided. The results of these checks will be recorded and form part of the vetting record. You have a right to access your personal data – for further information, contact the Force Data Protection Officer. I consent to this process.
Signature: _____ Date: _____

**Essex Police, P O Box 2, Headquarters, Springfield, Chelmsford, Essex CM2 6DA
Telephone: 01245 452159**

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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 Essex Police. **Internal applicants only** may appeal and this will be done by the designated ACPO officer who was not involved in the original decision.
- Your vetting clearance will last for 5 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 review.
- Please complete this questionnaire in **BLACK INK** using **BLOCK LETTERS**. Check that you have completed **ALL** the questions by ticking responses as appropriate or by providing an answer in the spaces below. Where a question is not applicable or the answer is not known or not easily obtainable, enter N/A or N/K respectively. Please note that N/A or N/K responses may delay your clearance.
- When you have completed this form please seal it with other relevant documents in the envelope provided and post it to the Corporate Vetting Unit (CVU)

Completing the Form

Section 1 (Applicant Details) – Ensure you include all surnames you have ever used. Complete all boxes

Section 2 (Nationality) – Include the Nationality as detailed on your passport. Complete all boxes.

Section 3 (Current Address) – Include full details and post code

Section 4 (Previous Address) – If you or your partner have not lived in your current address for 5 years, list any other addresses to cover the previous 5 years.

Section 5 (Family Members and Co-Residents) – Give full details of your current and past family members 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.

Section 6 (Previous Convictions and Cautions) – Detail all convictions and cautions (including those spent) 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 Essex Police manager.

Section 7 (Criminal Associates) and Section 8 (Extremist Groups) – 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.

Section 9 (Personal Circumstances and Characteristics) – Detailed medical information is not required but if a medical issue is relevant, please indicate to allow referral to Force Medical Officer.

Section 10 (Financial Position) – Credit reference checks will be completed and any omissions could affect the outcome of the vetting process.

Section 11 (Reference) – Please include details of two people who can be contacted to provide a character reference. We will delay contacting your current employer if you so request.

Section 12 (Role and Vetting Details) – Give brief details of the work you will be doing and sites you will be visiting. If you have worked within any police force or been through a vetting process, please give details.

Section 13 (Contact Details) – This is optional but will help us to contact you if there are any queries

Section 14 (Additional Information) - Use this section to expand upon any answers or provide other relevant information.

Section 15 (Declaration) – Read this section carefully, then sign and date.