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**Vetting Form**

*Please answer* ***ALL*** *relevant questions in clear* ***BOLD*** *capitals in your own handwriting*

*If* ***certain*** *sections do NOT apply to you, please write alongside the relevant question(s), NO or N/A.*

**1# Personal Details**

|  |  |
| --- | --- |
| **\*Title:** Mr / Mrs / Miss / Ms | **\*First name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\*Surname \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **\*Gender:** Male / Female**\*Date of Birth: \_ \_ / \_ \_ / \_ \_ \_ \_****\*Place of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\*Country of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **How long have you lived in the UK:\_\_\_\_\_\_****Are you permitted to work in the UK:** Yes No**Place of entry into the UK (If applicable)****Date of entry (If applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_****Visa expiry date (If applicable) \_\_\_\_\_\_\_\_\_\_\_\_** |
| **\*Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Post Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Have you lived here for 3 years or more,?****if No please state a previous address:** Yes No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Home Tel \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\*Mobile \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\*Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\*NI Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\*Passport Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****If Self-employed please supply the following****\*UTR No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Full UK Driving License:** Yes / No \***Emergency Contact Details:** \*If Yes please attach a copy of driving license **Driving License, No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \*Relationship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\*Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Do you have use of a vehicle**: Yes No \***Contact Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

 **Do you agree to a credit check** Yes No (only used for proof of address)

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**2# Experience/Qualifications:**

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| --- |
| **SIA Licensed****License Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Expiry Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Type of License**: *Door Supervision / Close Protection / Manned Guarding / CCTV* *Have You Ever Worked In a Stewarding or Security Capacity?*Yes No  **If Yes, Please Give Details and dates**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |

**3# Work History:**

|  |
| --- |
| **Company Details** |
| Name:Address:Post Code:Tel:Fax:Email: | Position:Reason for Leaving:Full time or Part time | From:(Month / Year )Name of Referee:Permission to contact for reference  | To:(Month / Year)Yes No  |
| Name:Address:Post Code:Tel:Fax:Email: | Position:Reason for Leaving:Full time or Part time | From:(Month/Year)Name of Referee:Permission to contact for reference  | To:(Month / Year)Yes No  |

**Personal Character Reference information**

Name of person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Vetting Verification**

**Please read this carefully before signing this Vetting form**

I understand that vetting is subject to satisfactory references and security screening in accordance with BS 7858

I undertake to cooperate with the company in providing any additional information required to meet these criteria; and authorize 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 understand that some of the information I have provided in this form will be held on a computer and some or all will be held in manual records.

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

I have made sure to attach the following proofs as requested;

* Copy of Driving License (if applicable)
* Copy of Passport
* Copy of S.I.A Badge (if applicable)
* Copy of N.I Card or official letter with it on
* Proof of current address
* Passport size Photograph
* VISA (if applicable)
* Copy of any security Certificates you have

PRINT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_ \_ / \_ \_ / \_ \_ \_ \_

Thank you for taking the time to fill out this Vetting form for **DBSS Berkshire Ltd**, all successful candidates will be contacted within 14 days

To ensure your vetting form to be processed quickly and smoothly, please make sure you complete the form including the pages below to the best of your ability and supply all necessary copies of proofs requested and post to our address

****Forms should be returned to:

 DBSS Berksire ltd

 T1 Easthampstead comm sch

 Ringmead

 Bracknell

 RG12 8SF