

**Office Use Only:**Sender:  
Location:**SURREY POLICE****Vetting Form****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 the right to respect for private and 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 crime and disorder, and in some cases, the protection of national security.**
- Please complete the 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. Additional information should be provided on a sheet of A4 paper.

**Remember to complete the declaration on Page 6****Section 1 – Applicant’s Details Section:**

1. Last Name (now) Mr/Mrs/Miss/Ms/Other	2. Other Last Name(s) since birth
3. Full Forename(s) – (please include all names used since birth)	
4. Date of Birth	5. Place of Birth
6. Address: House No./Name	7. Street Name
8. Town / City	9. County
10. Postcode	11. Date of Occupancy
12. Your address details are required for the last 5 years. Please start with the most recent and ensure you enter any additional address(es) below or on a separate sheet of A4 paper	
Address	Dates of Occupancy (From – To)
13. What is your Nationality?	
14. 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"/>
15. If a Commonwealth citizen or a foreign national, you must include a copy of your passport to show that your stay in the UK is free of restrictions. Photocopy of passport enclosed?	YES <input type="checkbox"/> NO <input type="checkbox"/>
16. Please state the Post / Position / Role you are applying for within Surrey Police. Include the Division or Department if known	

**Section 2 – About Your Partner & Co-Residents:**

17. Please tell us about your partner/spouse (include any partner or spouse who has died, or from whom you have separated or divorced within the last three years) and any other co-residents (include below details of any person over 10 years of age resident at your address, other than your spouse / partner and describe the nature of the association, eg: relative, friend, lodger, student etc.)  
Continue on a separate sheet if necessary. Please complete all sections or your application will be delayed.

<b>Relationship to You (delete as appropriate)</b>	<b>Full Name</b>	<b>Previous Names (used during life time)</b>	<b>Date of Birth</b>	<b>Place of Birth</b>	<b>Full Address (including postcode if known)</b>
Your spouse or partner					
Your co- resident (only state if aged 10+)					
Your co- resident (only state if aged 10+)					
Your co- resident (only state if aged 10+)					
Your co- resident (only state if aged 10+)					
Your co- resident (only state if aged 10+)					
Your co- resident (only state if aged 10+)					

**Section 3 – Employment History:**

19. Starting with the details of your current employer, please provide details of your employment history:

<b>Name and Address of Employer</b>	<b>Position Held</b>	<b>Dates of Employment From - To</b>	<b>Reason for Leaving</b>

**Section 4 – Convictions and Security:**

20. Have you ever been convicted for any offence, or had formal cautions by police for any offence or any bind-overs imposed by any court?  Include traffic convictions (not parking) and appearances before a court martial and any cautions as a juvenile			Yes / No
21. If you have answered yes, please enter details below:			
<u>Date</u>	<u>Offence / Alleged Offence</u>	<u>Result (if known)</u>	<u>Court / Police Station Involved</u>
<b>NB:</b> Under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, candidates for employment with Surrey Police must declare all convictions, including “spent” convictions and road traffic offences (not parking), irrespective of when they occurred.			
22. Have you ever been involved in a criminal investigation (whether or not this led to prosecution, for example as a witness, victim or suspect?)			Yes / No
23. If you have answered yes, please enter details below:			
<b>NB:</b> Include any involvement with civil, military or transport police			
24. Do you have any relative or associate who you know, or have reason to believe, has criminal convictions, OR is engaged in criminal activities, OR is a person who regularly associates with such persons?			Yes / No
25. If you have answered yes, please enter details below:			
<u>Name(s)</u>	<u>Address(es) (if known)</u>	<u>Date of Birth (if known)</u>	
NB: Give brief details of the relationship and how often you have contact with the person(s)			
26. Have you previously been employed in any capacity with Surrey Police, or any other UK Force, or other law enforcement agency			Yes / No
27. If you have answered yes, please enter details below:			

**Section 5 – Vetting Form Declaration:**

**I declare that I understand the information I have provided will be submitted for checking against the records of the Police in accordance with the Surrey Police Personnel Security Vetting policy and I consent to those checks being made.**

**I declare that the information I have provided is true and complete to the best of my knowledge and belief.**

**I undertake to notify any material changes or additions to the information I have provided in this form, to the Force Vetting Officer.**

**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 subsequently dismissed from the post / contract / project.**

**During the course of my work / involvement with Surrey Police, I may come into possession of sensitive information, either in electronic or documentary form. I declare that I understand that improper disclosure of such information, or wrongful retention of documents, during and after involvement with Surrey police may be a criminal offence under the Official Secrets Act, Data Protection Act or Computer Misuse Act.**

**I confirm that my spouse / partner / co-resident(s) have been notified that their details have been provided as part of the vetting process.**

Signed.....

Date.....

**Identity Declaration**

**I declare that I as the employer / sponsor of work or services provided to Surrey Police can certify that I have proved the identity of the applicant in line with Surrey Police requirements:**

Signed.....

Date.....