



*Employment Vetting Form  
Levels 2 & 3*

*Non Law Enforcement Personnel*

**Name:**

**Job Role:**

**Department Name:**

**The Applicants identity and address need to be verified as part of the Vetting Process**

**Means of establishing IDENTITY**

Passport

Current Driving Licence (UK, Channel Islands, Isle Of Man & EU)

Certificate of birth/adoption/marriage/civil partnership

**Means of establishing Residence**

Current Utility Bill

Bank/Mortgage Statement

UK/ Guernsey Tax Statement

Firearms Certificate (UK and Channel Islands)

**List documents Seen:**

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I can confirm that I have seen the original documentation or certified copies as proof of identity of the applicant.

Signed:

Position:

\_\_\_\_\_

Date:

\_\_\_\_\_

\_\_\_\_\_

**Please attach copies of documents used to authenticate identity**

The following pages are to be completed by the applicant. All questions are to be completed. Where a question is not applicable or the answer is unknown, please enter N/A or N/K. Use extra pages for any supporting information that you believe is relevant. Your personal details will NOT be released to any individual(s) or company (ies), where applicable, without your approval. It is your responsibility to inform the individual(s) listed in this form of the vetting check.

The personal data supplied will be managed confidentially, securely and in accordance with the Data Protection (Bailiwick of Guernsey) Law 2017. Personal data will be retained in accordance with the retention periods established through the national guidance on Management of Police Information, after which it will be disposed of securely. Under the Data Protection Law, individuals have a general right of access to personal data held by police forces. The data controller for the information collected from this completed form is the Chief Officer of Police.

**Restricted – Staff (When Complete)**

Failure to complete all sections could delay this application.

**1. Applicant**

<b>Title:</b>
<b>Surname:</b>
<b>Any other surname used including at birth (if different):</b>
<b>Forename (s):</b>
<b>Date of Birth:</b>
<b>Place of Birth (including Town &amp; Country):</b>
<b>Nationality:</b>
<b>Gender:</b>

<b>Current Address:</b>
<b>Postcode:</b>
<b>Home Telephone Number:</b>
<b>Mobile Number:</b>
<b>E Mail:</b>
<b>Current Occupation:</b>

Please provide details of all instances where you have held a paid or unpaid post (including voluntary work) within the Police, Border Agency, HM Forces or HM Government

<b>Name of Organisation</b>	<b>Rank or Post</b>	<b>Collar/Service Number</b>	<b>Date from</b>	<b>Date to</b>

## 2. Previous Address History

Please give full details of all addresses where you have lived over the last 5 years.

Address (including Postcodes)	Dates (Month & Year)	
	From	To

### 3. Family Details

Parents Details – Please enter details of your natural parents (including adoptive parents and guardians)

FATHER	MOTHER
Surname:	Surname:
Any other surname used including at birth (if different):	Any other surname used including at birth and maiden (if different):
Forename (s):	Forename (s):
Date of Birth:	Date of Birth:
Place of Birth (including Town & Country):	Place of Birth (including Town & Country):
Current Address:	Current Address:
Postcode:	Postcode:
Date Since:	Date Since
If deceased please give date:	If deceased please give date:

STEP FATHER	STEP MOTHER
Surname:	Surname:
Any other surname used including at birth (if different):	Any other surname used including at birth and maiden (if different):
Forename (s):	Forename (s):
Date of Birth:	Date of Birth:
Place of Birth (including Town & Country):	Place of Birth (including Town & Country):
Current Address:	Current Address:
Postcode:	Postcode:
Date Since:	Date Since:
If deceased please give date:	If deceased please give date:

Restricted – Staff (When Complete)

Please enter details of your brothers and sisters, including those which are step/ half or adopted. There is no need to include any siblings under the age of 10 years old.

\* Delete those not applicable

*BROTHER / SISTER	*BROTHER / SISTER
Surname:	Surname:
Any other surname used including at birth and maiden (if different):	Any other surname used including at birth and maiden (if different):
Forename (s):	Forename (s):
Date of Birth:	Date of Birth:
Place of Birth: (including Town & Country):	Place of Birth: (including Town & Country):
Current Address:	Current Address:
Postcode:	Postcode:
Date Since:	Date Since:
If deceased please give date:	If deceased please give date:

*BROTHER / SISTER	*BROTHER / SISTER
Surname:	Surname:
Any other surname used including at birth and maiden (if different):	Any other surname used including at birth and maiden (if different):
Forename (s):	Forename (s):
Date of Birth:	Date of Birth:
Place of Birth: ( including Town & Country):	Place of Birth: ( including Town & Country):
Current Address:	Current Address:
Postcode:	Postcode:
Date Since:	Date Since:
If deceased please give date:	If deceased please give date:

#### 4. Partners & Dependants Details

Please enter details of any spouse or other partner with whom you are living as a couple, also former partners who have died or from whom you have separated or divorced in the last 3 years. Use a separate sheet if necessary.

Title:	Current Address:
Surname:	
Any other surname used including at birth (if different):	
Forename (s):	
Date of Birth:	
Place of Birth (including Town & Country):	
Nationality:	
Gender:	
State relationship and number of years together:	
	Postcode:
	Home Telephone Number:
	Occupation :
	Current Employer:
	Previous Service in Police/ HM Forces/ HM Government (include Service Number):

Former Partners:			
Surname	Forename	Previous Name	Date and Place of Birth

Please enter details of your children, including those which are step/ half or adopted. There is no need to include any children under the age of 12 years old. (\* Delete those not applicable)

*CHILD / STEP CHILD	*CHILD / STEP CHILD
Surname:	Surname:
Surname at birth (if different):	Surname at birth (if different):
Forename (s):	Forename (s):
Date of Birth:	Date of Birth:
Place of Birth (including Town & City):	Place of Birth (including Town & City):
Current Address:	Current Address:
Postcode:	Postcode:
Date Since:	Date Since:
If deceased please give date:	If deceased please give date:

Restricted – Staff (When Complete)

*CHILD / STEP CHILD	*CHILD / STEP CHILD
Surname:	Surname:
Surname at birth (if different):	Surname at birth (if different):
Forename (s):	Forename (s):
Date of Birth:	Date of Birth:
Place of Birth (including Town & City)	Place of Birth (including Town & City)
Current Address:	Current Address:
Postcode:	Postcode:
Date Since:	Date Since:
If deceased please give date:	If deceased please give date:

**Details of any other persons normally resident in your household:**

Relationship:	Relationship:
Surname:	Surname:
Surname at birth (if different):	Surname at birth (if different):
Forename (s):	Forename (s):
Date of Birth:	Date of Birth:
Place of Birth (including Town & City)	Place of Birth (including Town & City)
Date since resident:	Date since resident:

**5. Business Interests**

Please provide full details of any job or business interest which you wish to continue with as a States of Guernsey Employee.

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Please provide full details should you, your spouse/partner or any relative living with you own or run a shop or business which requires a licence (e.g. liquor, gaming, refreshment house or entertainment).

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## 6. Financial Circumstances

Please answer the following questions:

1. Have you had a loan agreement terminated by a bank/building society/finance house/ other? **YES / NO**
2. Had a credit/charge/store or cheque card withdrawn or been notified that a card or account had been defaulted? **YES / NO**
3. Been subject of an adverse County Court Judgement or a Sheriffs' Court or Court of Session judgement in Scotland on financial matters? **YES / NO**
4. Been party to a voluntary agreement registered with the County Court or a Sheriffs' Court or Court of Session in Scotland? **YES / NO**
5. Been the subject of an attachment earnings order or Debt Management Programme? **YES / NO**
6. Had a Court Action taken against you for any debt in Guernsey or any other jurisdiction (i.e. summons from Sheriff's Office) **YES / NO**
7. Had repossession proceedings commenced against you? **YES / NO**
8. Have you been party to an Individual Voluntary Arrangement (IVA), Debt Referral Order (DRO) or been registered Bankrupt / en désastre? **YES / NO**
9. Are you currently in arrears with any existing loan, mortgage or hire purchase agreement? **YES / NO**

If yes to any of the above questions, please give details:-

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Are there any other details or explanations which would help to clarify your current financial status which is not already covered in the answers provided above? Yes/ No

If yes please provide details including the reasons for any outstanding loans or commitments

## 7. Previous Employment

Please provide details of all occupations or posts you have held for the last ten years and identify your line managers for the last five years

Name of Organisation	Rank or Post	Collar/Service Number	Date from	Date to

**Restricted – Staff (When Complete)**



## 8. Convictions / Cautions

### Security information

1. You must declare if you have ever during your lifetime been involved in an investigation, arrested, summonsed, charged, cautioned or convicted for any offence by any UK or non-UK Police Force, Law Enforcement Agency or any other statutory prosecuting authority or agency – this includes, but is not limited to:-
  - Traffic offences (including fixed penalty notices excluding parking);
  - Receipt of an absolute/conditional discharge or bind over;
  - Receipt of a reprimand, warning, final warning or caution as an adult or juvenile;
  - Being the subject of an Anti-Social Behaviour Order, Football Spectator Banning Order, Risk of Sexual Harm Order, Harassment Order;
  - Being issued with a Penalty Notice for Disorder or other Fixed Penalty Notice (other than for parking).
2. In addition, the following must also be declared;
  - Any involvement with the military authorities on disciplinary matters (whether involving court martial or not)
  - Involvement in a criminal investigation (whether or not this led to a prosecution)
  - Involvement in misconduct or disciplinary proceedings whether as a paid or as a volunteer

If you have been convicted or cautioned you may still be eligible for appointment depending on the nature and circumstances of the offence. **However, failure to disclose the relevant details could count against you.**

In accordance with the Rehabilitation of Offenders (Bailiwick of Guernsey) Law 2002 (Commencement, Exclusions and Exceptions) Ordinance, 2006, spent convictions may be taken into account.

Do you have any of the above? YES / NO If you have answered yes, please provide details below including the offence, sentence, sentencing authority and dates:

Date	Court / Police Station	Offence (s)	Result

3. Have you been involved in a criminal investigation (whether or not this lead to any prosecution)? **YES / NO**  
If yes, please provide details: (Please continue on a separate sheet if necessary)

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4. Have you ever been involved in any actions that could be described as Politically, Racially or Environmentally Disruptive?

**YES / NO** If yes, please provide details: (Please continue on a separate sheet if necessary)

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5. Do you know or associate with any person(s) (including family members) who you know or have reason to believe has criminal convictions, is engaged in criminal activities, or associates with criminals?

**YES / NO** If you have answered yes, please provide details including name of associate, your relationship to them, and the closeness of your connection to them. (Please continue on a separate sheet if necessary)

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6. Are you aware of any other circumstances or characteristics, or conditions with the potential to render you susceptible to pressure or improper influence which may impact on vetting clearance?

**YES / NO** If you have answered yes, please provide details (Please continue on a separate sheet)

## ***DECLARATION***

- I consent to the information provided on this form being used by the Disclosure & Vetting Unit for the purpose of vetting.
- I declare that the information I have given is true and complete to the best of my knowledge and belief.
- I undertake to notify any material changes in the information I have given.
- I consent to a financial check being carried out
- I understand that if I knowingly make a false statement or deliberate omission in the information provided may affect my suitability for vetting
- I understand it is my responsibility to inform those named on the form that their details have been provided for the purpose of my vetting application.
- I also understand that the information provided as part of the vetting process will be treated in the strictest confidence, but will not be immune from disclosure and consideration in respect of serious disciplinary or criminal matters that may be revealed through or facilitated by vetting enquiries. Where this is the case information provided in form may be disclosed in any subsequent proceedings.
- I acknowledge that I will be subject to ongoing review/ renewal throughout my employment within the States of Guernsey

.....  
SIGNATURE OF APPLICANT

.....  
DATE