

EQM Ltd

YOUR SECURITY SCREENING

**Please read carefully before signing this Screening Information Form*

INTRODUCTION. As you may well be aware, we have been requested by your employer to carry out security screening on you to ensure that you are not a present or potential future security risk. The British Standard which we must comply with in doing so is BS 7858:2006.

Under the guidelines laid down by BS 7858, you are required to provide evidence of previous employers, periods of self-employment, periods of unemployment, periods spent in full-time education, periods spent abroad and periods spent in prison. The purpose of this is to verify your whereabouts for whole of the screening period. It is also necessary to verify your name and address, take up two Character References and carry out a consumer information search. Because your employer has elected to carry out screening on all personnel for a period of 10 years, screening on each person must be completed within 16 weeks from the commencement of provisional employment. If required by your employer, you may also be required to obtain a PNC Check or CRB Disclosure. Please complete the attached Screening Information Form fully and return it to EQM Ltd at Kingsway House, 194 Athelstan Road, Southampton, SO19 4DJ, United Kingdom.. This will provide enough information for your screening to proceed without delay. You also need to sign the enclosed Letter of Authority to authorize us to take up your references and conduct a consumer information search.

YOUR HELP IS APPRECIATED. You can assist greatly in your security screening by ensuring that your Screening Information Form contains all of the relevant information. Please use this list as a tick-off list. If there is any information which you do not have, submit the Screening Information Form without it, but please let us know when we can expect to receive it.

NAMES AND ADDRESSES. Please ensure that all names and addresses are accurate. Provide Post Codes, telephone numbers (including area codes) and email addresses. Provide the full and accurate name of the company or school to which you refer. Ensure that names are spelled correctly and all information is clearly written and legible.

CHARACTER REFERENCES should be at least two people that have had personal knowledge of your whereabouts for at least two years out of the most recent five. Neither referee should be related to you or be someone with whom you are in a long-term romantic relationship or resident at the same address as you. Please state their relationship with you and state for how long you have known them **on a continuous basis** or for which specific periods, i.e. you may have lost touch with them for a couple of years for some reason. Any incomplete career and history periods are required to be covered by two Personal Referees with written statements. Ask the referees' permission before putting them on the Screening Information Form and ensure that they are going to say the things you want them to!!

EMPLOYMENT HISTORY

PREVIOUS EMPLOYERS State who your immediate superior was or who the person was to whom you were responsible. State also your job title at the time of leaving and your reason for leaving. Ensure all dates are recorded as day, month and year both for starting and for leaving employment with a company. A character reference will be requested from your immediate superior from your most recent period of employment. Periods of time spent in the armed services or emergency services should be accompanied by a Certificate of Discharge, or similar, stating start and finish dates of your service.

NO LONGER TRADING Previous employers who are no longer trading can present a problem. Provide as much detail as you can about the company and EQM will figure out what to do. If you are still in touch with someone from that period of time or you know their whereabouts please submit their details as an additional character reference.

PERIODS OF SELF-EMPLOYMENT should be accompanied by details of your professional advisers (Accountants, Solicitors, Bankers) during that period. The Letter of Authority will serve as an instruction to release details of your business to EQM Ltd.

PERIODS OF UNEMPLOYMENT should be accompanied by details of the office at which you were claiming the benefit or signing on. Additionally, the Letter of Authority will serve as an instruction to release details of your claims to EQM Ltd.

PERIODS SPENT ABROAD should be accompanied by a Visa, Passport Stamp, hôtel bills, wage slips (if working abroad), Credit Card Statements, etc, to show that you were where you said you were during this period. You may wish to send this directly to EQM Ltd by Recorded Delivery or you may wish to await them contacting you for this information.

PERIODS SPENT IN PRISON should be accompanied by exact dates. Accurate addresses of prisons are important including any prisoner reference number. If you have a Certificate of Discharge or similar please submit with the Screening Information Form.

EDUCATIONAL HISTORY must be verified back to the age of 12 years old or back to the beginning of the screening period, whichever is the most recent. Complete this section in as much detail as possible to assist in carrying out these checks.

PERIODS OF FULL-TIME EDUCATION should be accompanied by accurate dates of courses. This should state the exact dates (day, month and year) of the start and finish of the course back, to the date of leaving secondary education or the age of 12, whichever is more recent.

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Instructions for Completion

- 1 Please complete in ink, and use block capitals
- 2 Complete all sections
- 3 Employment history section must show exact dates for the last ten years
- 4 The declaration on page 6 must be signed and dated
- 5 Remember, the answers given form the basis of any subsequent contract of employment
- 6 Return the completed form to EQM Ltd

Section 1					
Surname	Mr / Mrs / Miss / Ms /	Forenames			
Date of birth	National Insurance No				
Surname at birth, if different	Nationality				
Current Address	Previous Address (If within the last 5 years)				
From: DD / MM / YYYY	To: DD / MM / YYYY	From: DD / MM / YYYY	To: DD / MM / YYYY		
Previous Address: (If within the last 5 years)	Previous Address (If within the last 5 years)				
From: DD / MM / YYYY	To: DD / MM / YYYY	From: DD / MM / YYYY	To: DD / MM / YYYY		
Tel No (Home):	Tel No (Work):				
Email (Home):					
Email (Work):					

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Section 2

Employment Record since leaving school. Please start with your present or last employer and enter their details as R1 below. Continue through your employment history in reverse order. Any breaks in employment, periods of unemployment or self-employment need to be noted as well as periods of employment. Please continue on a separate sheet if necessary.

From	DD / MM / YYYY	Until	DD / MM / YYYY	Position/Job Title	R1
Name and address				Main duties	
Telephone No				Responsible to	
Email				Reason for Leaving	
Nature of Business				Starting remuneration	Final remuneration
From	DD / MM / YYYY	Until	DD / MM / YYYY	Position/Job Title	R2
Name and address				Main duties	
Telephone No				Responsible to	
Email				Reason for Leaving	
Nature of Business				Starting remuneration	Final remuneration
From	DD / MM / YYYY	Until	DD / MM / YYYY	Position/Job Title	R3
Name and address				Main duties	
Telephone No				Responsible to	
Email				Reason for Leaving	
Nature of Business				Starting remuneration	Final remuneration

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Section 2			
From DD / MM / YYYY	Until DD / MM / YYYY	Position/Job Title	R4
Name and address		Main duties	
Telephone No		Responsible to	
Email		Reason for Leaving	
Nature of Business		Starting remuneration	Final remuneration
From DD / MM / YYYY	Until DD / MM / YYYY	Position/Job Title	R5
Name and address		Main duties	
Telephone No		Responsible to	
Email		Reason for Leaving	
Nature of Business		Starting remuneration	Final remuneration
From DD / MM / YYYY	Until DD / MM / YYYY	Position/Job Title	R6
Name and address		Main duties	
Telephone No		Responsible to	
Email		Reason for Leaving	
Nature of Business		Starting remuneration	Final remuneration

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Section 4

Education History. Please start with your present or last educational establishment and enter the details as S1. Provide the details of all educational establishments that you have attended in the last 10 years or back to the age of 12 if that is more recent. Enter them in reverse order. Should you require more room, continue on a separate piece of paper.

From	DD / MM / YYYY	Until	DD / MM / YYYY	Address	S1
School/College					
Course Attended					
Name of Referee					
Exams and Results					
				Telephone No	
				Email	
From	DD / MM / YYYY	Until	DD / MM / YYYY	Address	S2
School/College					
Course Attended					
Name of Referee					
Exams and Results					
				Telephone No	
				Email	
From	DD / MM / YYYY	Until	DD / MM / YYYY	Address	S3
School/College					
Course Attended					
Name of Referee					
Exams and Results					
				Telephone No	
				Email	

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Section 5

Please give details of two people, who are not relatives, do not live at the same address as you and who are not previous employers, to whom we may apply for a character reference. These referees should have had *personal knowledge* of your whereabouts for at least two years out of the most recent five. If these two Character referees can not cover the requirement of "two years out of the most recent five years", please supply more character referees so that this requirement can be met by an aggregate of more than one referee.

C1	Type of Reference	Character/Self Employment	C2	Type of Reference	Character/Self Employment
	From DD / MM / YYYY To DD / MM / YYYY			From DD / MM / YYYY To DD / MM / YYYY	
	Name			Name	
	Occupation			Occupation	
	Relationship			Relationship	
	Full Address			Full Address	
	Postcode			Postcode	
	Tel No			Tel No	
	Email			Email	
C3	Type of Reference	Character/Self Employment	C4	Type of Reference	Character/Self Employment
	From DD / MM / YYYY To DD / MM / YYYY			From DD / MM / YYYY To DD / MM / YYYY	
	Name			Name	
	Occupation			Occupation	
	Relationship			Relationship	
	Full Address			Full Address	
	Postcode			Postcode	
	Tel No			Tel No	
	Email			Email	

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Section 6

Have you ever been fined, sentenced to imprisonment, placed on probation, discharged on payment of costs, or had any other order made against you by a criminal, civil or military court, or public authority, or is any action pending? This is to include details of any bankruptcy proceedings or Court Judgements for debt

Yes/No (If yes, give details)

Current Employer May we approach your current employer for security screening purposes?

Yes/No If not, when can we? (Date)

Declaration 1 I declare that I filled out this form myself* **OR** this form was filled out by*:

Declaration 2 I declare that the particulars given in this form are true, and accurate to the best of my knowledge. I acknowledge that misrepresenting the facts on this form constitutes grounds for immediate dismissal

Declaration 3 I authorize EQM Ltd and/or EQM Ltd to approach former employers, schools, colleges, character referees, the Police, and any government agencies for the purpose of verifying the information that I have supplied in this Screening Information Form I am prepared to sign a Statutory Declaration if required to do so

Declaration 4 I authorize EQM Ltd to conduct Consumer Information Search on me

Declaration 5 I consent to EQM Ltd's reasonable processing of any sensitive personal information obtained for the purposes of establishing my medical condition and future fitness to perform my duties. I accept that I may be required to undergo a medical examination where requested by EQM Ltd. Subject to the Access to Medical Records Act 1988, I consent to the results of such examinations to be given to the Company.

Signed: Date:

Section 7

Submitting this form. Now that you are ready to submit this form, please complete this check list:

Have you completed the form in as much detail as possible?	<input type="checkbox"/>
Have you checked that the Employment History is consecutive, i.e. there are no unexplained periods?	<input type="checkbox"/>
Have you signed section 6 above?	<input type="checkbox"/>
Have you signed and included a Letter of Authority?	<input type="checkbox"/>
Have you included any documents required to verify your identity and your address (See Appendix A)?	<input type="checkbox"/>
Send documents by Registered Post or similar. This is easier than trying to replace lost documents.	<input type="checkbox"/>

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Appendix A – List of Documents that Can Be Used To Verify an Identity

Group 1	
	Valid passport (any nationality)
	UK Driving Licence (Full or provisional) (either photocard or paper)
	Original UK Birth Certificate (issued within 12 months of date of birth) (full or short form acceptable)
	EU National Identity Card
	HM Forces ID Card
	UK Firearms Licence
	Adoption Certificate (UK)
Group 2	
	Marriage/Civil Partnership Certificate
	Non-original UK birth certificate (issued after 12 months of date of birth) (full or short form acceptable)
	UK P45/P60 statement**
	Bank or building society statement*
	Utility bill (electricity, gas, water, telephone (inc mobile phone contract / bill)*)
	TV Licence**
	Credit card statement*
	Store card statement*
	Mortgage statement**
	Insurance certificate**
	Correspondence or a document from: the Benefits Agency; the Employment Service; the Inland Revenue; or a Local
	Financial statement (e.g. pension, endowment, ISA)**
	Vehicle registration document (Document V5 old style and V5C new style only)
	Mail order catalogue statement*
	Court summons**
	Valid NHS Card
	Addressed payslip*
	National Insurance number card (UK)
	Exam certificate (e.g. GCSE, NVQ)
	Benefit Statement* (e.g. Child Allowance, Pension)
	Connexions card (UK)
	Certificate of British nationality
	Work permit / visa (UK)**
	Council Tax Statement (UK)**
	CRB Disclosure Certificate**
	Letter from a Head Teacher*
	One of the following documents from the Borders and Immigration Agency (BIA) (formerly the Immigration and Nationality Directorate – IND) (UK): Do not use more than one of the following documents ★ Convention Travel Document (CTD) ★ Stateless Person's Document (SPD) ★ Certificate of Identity (CID) ★ Asylum Registration Card (ARC)

*documentation should be less than three months old

** issued within past 12 months

All documents must be in the applicant's current name. At least one document must show the applicant's current address and at least one document must show the applicant's date of birth