

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

INTRODUCTION. As you may well be aware, we have 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. We have asked External Quality Management Ltd (EQM) to carry out your security screening on our behalf. EQM will write to you and possibly telephone you in the next few days and weeks. **Please cooperate with EQM Ltd as if it were us asking for the information.** Security Screening is a necessary for the job that you have applied for, and the sooner we can get your screening completed the sooner we can all relax and get on with the job in hand.

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 the whole of the screening period. It is also necessary to verify your name and address, take up two Character References and commission a Financial History Check. We have elected to check the employment history going back at least 5 years, therefore, the screening must be completed within 12/16 weeks from the commencement of provisional employment. Please complete this Screening Information Form fully and accurately and bring it with you to the next interview. This will provide enough information for your screening to proceed without delay. You also need to sign the enclosed Letter of Authority to authorise EQM Ltd to take up your references and conduct a Financial History Check.

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 with **no missing information.** Please use this list as a tick-off list.

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 surnames are spelled correctly and all information is clearly written and legible.

CHARACTER REFERENCES should be at least two people who have known you for at least two years out of the most recent five. Character Referees can be friends, neighbours or colleagues. Neither referee should be related to you or be someone with whom you are in a long-term romantic relationship, or reside 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 Character Referees with written statements. Ask the referees' permission before putting them on the Screening Information Form and ensure that they respond to EQM Ltd as soon as possible.

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. If you are still employed with your current employer and you do not want EQM Ltd to contact them, then please let us and EQM Ltd know.

COMPANIES NO LONGER TRADING can present a problem. If you are still in touch with your Line Manager from that period of time please submit their details. Alternatively, please provide contact details of two Character Referees who can cover the incomplete period.

PERIODS OF SELF-EMPLOYMENT should be accompanied by details of your professional advisers (Accountants, Solicitors, Bankers) during that period. Additionally, provide a letter instructing them to release details of your business to EQM Ltd. Alternatively, please provide contact details of two Character Referees who can cover your self-employment period.

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. Alternatively, please provide contact details of two Character Referees who can cover the period of unemployment.

PERIODS SPENT ABROAD/TRAVELLING should be accompanied by a Visa, Passport Stamp, hotel bills, wage slips (if working abroad), Credit Card Statements, etc, to show that you were where you said you were during this period. Additionally, please provide contact details of two Character Referees who can cover this period.

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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Screening Information Form

Instructions for Completion

- 1 Please complete in **black ink**, use block CAPITALS and write clearly
- 2 All sections MUST be completed.
- 3 Employment history section MUST be completed fully with no gaps in dates
- 4 Periods of employment, unemployment, travelling, self-employment or any other periods MUST be stated
- 5 If you have been in full or part time education during your screening period then you MUST supply the educational establishment(s) details in Section 3
- 6 Dates must be entered in the format **DD/MM/YYYY**
- 7 The declaration in Section 5 must be signed and dated
- 8 Use the checklist in Section 6 to avoid delays in your application
- 9 Remember, the answers given form the basis of any subsequent contract of employment
- 10 Return the completed form to your employer

Leaving out information will delay your screening process and your screening application may be rejected.

Section 1 – Your Details					
Surname:	Mr / Mrs / Miss / Ms / Other:	Forename(s):			
Date of Birth:	National Insurance No.				
Surname at birth, if different:	Nationality:				
Current Address:	Previous Address (If within the last 5 years):				
Post Code:	Post Code:				
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):				
Post Code:	Post Code:				
From: DD / MM / YYYY	To: DD / MM / YYYY	From: DD / MM / YYYY	To: DD / MM / YYYY		
Tel No (Home):	Tel No (Work):				

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Mobile No:	Mobile No (work):
Email (Home):	
Email (Work):	

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Section 2 – Your Employment History

Please start with your present employer and enter their details 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	To: DD / MM / YYYY	Position/Job Title:	R1
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Company Name and address:	Main duties:
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Telephone No:	Responsible to:
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Email address:	Reason for Leaving:
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Nature of Business:

From: DD / MM / YYYY	To: DD / MM / YYYY	Position/Job Title:	R2
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Company Name and address:	Main duties:
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Telephone No:	Responsible to:
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Email address:	Reason for Leaving:
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Nature of Business:

From: DD / MM / YYYY	To: DD / MM / YYYY	Position/Job Title:	R3
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Company Name and address:	Main duties:
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Telephone No:	Responsible to:
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Email address:	Reason for Leaving:
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Nature of Business:

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From: DD / MM / YYYY	To: DD / MM / YYYY	Position/Job Title:	R4
Company Name and address:		Main duties:	
Telephone No:		Responsible to:	
Email address:		Reason for Leaving:	
Nature of Business:			
From: DD / MM / YYYY	To: DD / MM / YYYY	Position/Job Title:	R5
Company Name and address:		Main duties:	
Telephone No:		Responsible to:	
Email address:		Reason for Leaving:	
Nature of Business:			
From: DD / MM / YYYY	To: DD / MM / YYYY	Position/Job Title:	R6
Company Name and address:		Main duties:	
Telephone No:		Responsible to:	
Email address:		Reason for Leaving:	
Nature of Business:			

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Section 3 – Education History

Please start with your present educational establishment and enter the details below. Provide the details of all educational establishments that you have attended in your screening period. Enter them in reverse order. **Please continue on a separate sheet if necessary.**

From: DD / MM / YYYY	To: DD / MM / YYYY	Course(s) Attended:	S1
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Name of School/College/University and address:	
	Name of Tutor:
	Telephone No:
	Email:

From: DD / MM / YYYY	To: DD / MM / YYYY	Course(s) Attended:	S2
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Name of School/College/University and address:	
	Name of Tutor:
	Telephone No:
	Email:

From: DD / MM / YYYY	To: DD / MM / YYYY	Course(s) Attended:	S3
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Name of School/College/University and address:	
	Name of Tutor:
	Telephone No:
	Email:

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Section 4 – Your Character Referees

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 the whole of your screening period. If you were self-employed, then you also need to enter your Accountant/Solicitor/Banker details here as well as details of two Character Referees.

C1	Type of Reference: Character/Self Employment Referee	C2	Type of Reference: Character/Self Employment Referee
From: DD / MM / YYYY	To: DD / MM / YYYY	From: DD / MM / YYYY	To: DD / MM / YYYY
Full Name:		Full Name:	
Occupation:		Occupation:	
Relationship (e.g. friend, colleague, etc.):		Relationship (e.g. friend, colleague, etc.):	
Full Address:		Full Address:	
Postcode:		Postcode:	
Contact Number:		Contact Number:	
Email address:		Email address:	
C3	Type of Reference: Character/Self Employment Referee	C4	Type of Reference: Character/Self Employment Referee
From: DD / MM / YYYY	To: DD / MM / YYYY	From: DD / MM / YYYY	To: DD / MM / YYYY
Full Name:		Full Name:	
Occupation:		Occupation:	
Relationship (e.g. friend, colleague, etc.):		Relationship (e.g. friend, colleague, etc.):	
Full Address:		Full Address:	
Postcode:		Postcode:	
Contact Number:		Contact Number:	
Email address:		Email address:	

