

BASELINE PERSONNEL SECURITY STANDARD APPLICATION

TO BE COMPLETED BY INDIVIDUAL

Section 1 – Personal Details	
Surname
Forenames
Other name(s) used
Address:
Telephone no:
Date of birth:
Place of birth:
Male or female:
National insurance number or equivalent unique identifying number:
I confirm that I have read the Official Secrets Act 1911 to 1989; and Section 182 of the Finance Act 1989.	
YES/NO	

Section 2 – Nationality and immigration status

Nationality at birth:

Present nationality (if different):

Have you ever possessed any other nationality or citizenship? YES/NO

If YES, please give details:

Are you subject to immigration control? YES/NO

If YES, please give details:

Are you lawfully resident in the UK? YES/NO

Are there any restrictions on your continued residence in the UK? YES/NO

Are there any restrictions on your continued freedom to take employment in the UK? YES/NO

If YES please give details:

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Section 3a - Employment history

We need to verify your employment history as part of the Baseline Standard. If you refuse to undergo this check, it could lead to no work being offered to you.

Please provide details of your employment for the whole of the previous 3 years. You should start with your most recent employment then work in reverse order. You should also indicate clearly any service or work overseas and state the country. If you require further space, please attach a blank sheet of paper.

If applicable, please state your Home Office/Port Reference number here:

Company name and full postal address:

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Position:

Date from and to:

Did you work in the UK or overseas? (if overseas please state country)

Referee to verify employment:

Relationship:

Postal address (if different from above):

Email address:

Length of association:

Company name and full postal address:

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Position:

Date from and to:

Did you work in the UK or overseas? (if overseas please state country)

Referee to verify employment:

Relationship:

Postal address (if different from above):

Email address:

Length of association:

Company name and full postal address:

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Position:

Date from and to:

Did you work in the UK or overseas? (if overseas please state country)

Referee to verify employment:

Relationship:

Postal address (if different from above):

Email address:

Length of association:

Do you give your permission for us to contact the above? YES/ NO

If no, please provide reasons:

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Section 3b - Periods unaccounted for during the last 3 years (e.g., career breaks, unemployment, etc).

If your employment history does not already give a reasonable account covering all of the last 3 years, then you must now include information which can be verified for any gaps, particularly if you spent six months or more abroad during any gap period. (Eg. If you have recently left school or since leaving school have been in full time education and not employed, please provide details of the Academic Institute as a reference. If you were self employed, please provide evidence that your business was properly conducted, ie, references from clients, bank manager, accountant.)

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CRIMINAL RECORD DECLARATION FORM
(for access to government owned material)

Note: If you are appointed, a check against the National Collection of Criminal Records may be undertaken and documentary evidence sought to confirm your answers.

The Transcription Agency, 24-28 High Street, Hythe, Kent, CT21 5AT has government contracts, some or all of which require it to hold material or information which is the property of the government. The company has a duty to protect these assets while in its possession and this obligation extends to its employees and freelancers. Since you are or may become such a person please complete the following sections:

Surname (now) :
Any other surname(s) used :
Full forename (s) :
Date of birth :
Town & Country of birth :
Full permanent address including postcode :
Since:
<p>1. Have you ever been convicted or found guilty by a Court of any offence in any country (excluding parking but including all motoring offences even where a spot fine has been administered by the police) or have you ever been put on probation (probation orders are now called community rehabilitation orders) or absolutely/conditionally discharged or bound over after being charged with any offence or is there any action pending against you? You need not declare convictions which are "spent" under the Rehabilitation of Offenders Act (1974).</p> <p>YES / NO (delete whichever is not appropriate)</p> <p>If yes, please give details here :</p>
<p>2. Have you ever been convicted by a Court Martial or sentenced to detention or dismissal whilst serving in the Armed Forces of the UK or any Commonwealth or foreign country? You need not declare convictions which are "spent under the Rehabilitation of Offenders Act (1974).</p> <p>YES / NO (delete whichever is not appropriate)</p> <p>If yes, please give details here :</p>

3. Do you know of any other matters in your background which might cause your reliability or suitability to have access to government assets to be called into question?

YES / NO (delete whichever is not appropriate)

If yes, please give details here :

I declare that the information I have given on this form is true and complete to the best of my knowledge and belief.

I understand that any false information or deliberate omission in the information I have given on this form may disqualify me for work in connection with government contracts.

I also undertake to notify any material changes in the information I have given above, including any future criminal convictions to the relevant contact.

Signature:

Date:

The information you have given above will be treated in strict confidence. If you are not directly employed by the company you do not need to show the completed form to any representative of your company. If you wish you may place the completed form in a sealed envelope, sign your name across the flap and return it to the company. The company will then forward it to each government department concerned.

Important: Data Protection Act (1998). This form asks you to supply “personal” data as defined by the Data Protection Act 1998. You will be supplying this data to The Transcription Agency where it may be processed exclusively for the purpose of a check against the National Collection of Criminal Records. The Transcription Agency will protect the information which you provide and will ensure that it is not passed to anyone who is not authorised to see it.

By signing the declaration on this form, you are explicitly consenting for the data you provide to be processed in the manner described above.

BASELINE PERSONNEL SECURITY STANDARD
ANNEX A – Documents which may be used to verify identity

The Transcription Agency requires a current signed full passport, National ID Card and/or other documentation relating to immigration status and permission to work **and one of the following**:

- Recent original utility bill or certificate from a utility company confirming the arrangement to pay for the services at a fixed address on prepayment terms *.
- Current UK photocard driving licence.
- Bank, building society or credit union statement or passbook containing current address
- Current benefit book or card or original notification letter from the DWP confirming the right to benefit.
- Building industry sub-contractor's certificate issued by HMRC.
- Recent HMRC tax notification.
- Current firearms certificate.
- Birth certificate.
- Adoption certificate.
- Marriage certificate.
- Divorce or annulment papers.
- Gender recognition certificate.
- Police registration document.
- HM Forces identity card.
- Proof of residence from a financial institution.
- Confirmation from an Electoral Register search that a person of that name lives at that address *.
- Local authority tax bill (valid for current year) *.
- Current full UK driving licence (old version)
- Recent original mortgage statement from a recognised lender *.
- Current local council rent card or tenancy agreement *.
- Court order *.

Where individuals do not have photo ID, they should provide additional identifying documents from the list, as well as a passport sized photograph of him/herself endorsed on the back with the signature of a person of some standing in the individual's community (eg, medical practitioner, officer of the armed forces, teacher, lecturer, lawyer, bank manager etc) and accompanied by a signed statement by the same person, stating the period of time that the individual has been known to them (minimum three years).

Example documents marked with an * should be recent (at least one should be within the last six months unless there is good reason why not) and should contain the name and address of the registrant.

BASELINE PERSONNEL SECURITY STANDARD

ANNEX B – Documents which may be used to verify Nationality and Immigration Status

We would prefer originals of any of the following items:

- Current signed full United Kingdom (UK) or European Economic Area (EEA) passport
- National ID Card that shows you are a citizen of a country from European Economic Area (EEA) or a Swiss National
- A work permit or other approval issued by Work Permits UK **and** a Commonwealth country passport, or other travel document, endorsed to show that you have current leave to enter, or remain in the UK; and are permitted to take the employment in question, or a letter issued by the Home Office to you confirming the same.
- If these documents are not available then we may accept the following alternatives:
- A document issued by a previous employer, Inland Revenue, Department for Work and pensions Jobcentre Plus, the Employment Service, the Training and Employment Agency (Northern Ireland) or the Northern Ireland Social Security Agency, which contains the national insurance number of the person named in the document
- A full UK, Channel islands, the isle of man or Ireland birth certificate which specifies the names of the your parent(s) and was issued within 6 weeks of your birth
- A certificate of registration or naturalisation as a British citizen
- A letter issued by the Home Office to you which indicates that the person named in it has been granted indefinite leave to enter, or remain in, the UK
- An Immigration Status Document issued by the Home Office to you which is endorsed with a UK Residence Permit; and which indicates that the holder has been granted indefinite leave to enter, or remain in, the UK
- A letter issued by the Home Office to you which indicates that the person named in it has subsisting leave to enter, or remain in, the UK and is entitled to take the employment in question in the UK
- An Application Registration Card (ARC) which indicates that you are entitled to take employment in the UK.

PLEASE NOTE THAT MORE THAN ONE OF THE ABOVE DOCUMENTS MAY BE REQUIRED

**BASELINE PERSONNEL SECURITY STANDARD VERIFICATION RECORD
TO BE COMPLETED BY THE TRANSCRIPTION AGENCY**

APPLICANT DETAILS
Full Name
Date of birth

1a. Verification of identity (See guidance note and Annex A or detail of accepted documents)	
Document : Date of issue:	Document: Date of issue:
Document: Date of issue:	Document: Date of issue:

<p>1b. Identity</p> <p>I certify that in accordance with the requirements of the Baseline Personnel Security Standard I have personally examined the documents listed above, and have satisfactorily established the identity of the above named individual.</p> <p>Signature:</p> <p>Name in block capitals:</p> <p>Position:</p> <p>Date:</p>
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2a. Verification of Nationality and Immigration Status (See guidance note and Annex B for detail of accepted documents)	
Document: Date of issue:	Document: Date of issue:
Document: Date of issue:	Document: Date of issue:

2b. Nationality and Immigration Status

I certify that in accordance with the requirements of the Baseline Personnel Security Standard I have personally examined the documents listed above, and have satisfactorily established the identity of the above named individual.

Signature:

Name in block capitals:

Position:

Date:

3a Verification of Employment History

I have obtained references /or other information listed in Section 3 and can confirm that these satisfy the requirements.

Signature:

Name in block capitals:

Position:

Date:

References

Date requested:

- 1.
- 2.
- 3.

Date received:

- 1.
- 2.
- 3.

Date verified:

- 1.
- 2.
- 3.

Any Other Information: (i.e. additional checks carried out)

CHECKLIST

- Identity verified, copies of documents enclosed:
- Nationality and Immigration verified, copies of documents enclosed
- Employment History verified
- References requested if required
- Criminal Record Declaration Form completed