

RESTRICTED (WHEN COMPLETED)



Security Check (SC) \ Counter Terrorist Check (CTC) Questionnaire



Important: Please read the notes on Page 3 before completing the form.

1. How to complete this form

The information you provide will be scanned electronically so please ensure you only write inside the white boxed areas. Do not mark or strike through any other areas of the form. If completing by hand please write in **BLACK INK** using **BLOCK LETTERS**. Keep each character within the boxes on the form and leave one space between names/words. If an answer will not fit in the space provided, please enter your answer on the continuation sheets (pages 23 to 24). If you make a mistake, please do not correct it but delete it by filling in the relevant box as in the example below. Please do not use correcting fluid.

Surname (now):

Ensure you answer **ALL** the questions. You can use the abbreviation **NA** (Not Applicable). **NA** - If a question does not apply to you, write **NA** in the **first two boxes only** of the relevant question. **Not Known** - If you do not know the answer, or you cannot provide the information needed, write **NOT KNOWN** in the **first line only** of the relevant question. **Please provide an explanation why the information is unknown to you in the appropriate boxes or on the continuation sheets (pages 23 to 24).** Unanswered questions or Not Known replies may cause delay to the processing of this questionnaire.

2. Security Clearance Required - To be completed by all Sponsors
Sponsors must also complete pages 27 to 29.

Type of Security Clearance Required: SC CTC
Is this an initial clearance or a review? Initial Review

*Date by which clearance is required: / /
Day Month Year

* The date entered should be chosen with care and be specific. Expressions like 'ASAP' and 'Soonest' should not be used.

Tick here if you are requesting Priority clearance (Priority and Immediate cases only) I certify that this application is accompanied by a letter of justification, signed at the appropriate level.
Tick here if you are requesting Immediate clearance

If the employee requires this clearance to access classified information from NATO/EU/Other countries or international organisations, please tick appropriate box
NATO EU Other (please specify)

3. Your Details

a. Surname (now): b. Title (Mr/Mrs/Ms/Miss/Dr/Prof/Rev):

c. Surname (birth): d. Sex: Male Female

e. Any Other Surname(s) used: 1.
2.

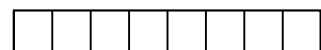
f. Explanation of different surnames (e.g. marriage, deed poll, etc.)

g. Full forename(s):

h. Have your forenames changed at any time since birth? Yes No If 'Yes', go to Question 3i. If 'No', go to Question 3k

i. Previous forename(s):

j. Explanation of previous forenames



k. Date of Birth: / /
Day Month Year

l. Town of birth:

County / Region:

Country:

m. Current Grade / Rank Position:

n. Current Job Title:

o. Staff or Service Number (if applicable):

p. Do you have a UK National Insurance Number? Yes No If 'Yes', please give your NI Number at 3q. If 'No', please give an explanation at 3r

q. National Insurance Number: Is this a temporary National Insurance Number? Yes No

r. If you do not have a UK National Insurance Number (either temporary or permanent), please give a brief explanation.

*s. Present Nationality: Date from: / Month Year

*t. Dual Nationality (if any): Date from: /

*u. Former Nationality (if any): Date from: / Date to: /

* There is a difference between nationality and citizenship. If you hold or held citizenship rather than nationality, tick here and advise which countries you held citizenship in, and dates:

v. If British naturalised, give number and date of certificate:
 Number: Date: / /
Day Month Year

w. If non-UK National, date of taking up permanent residence in UK: (This is not necessarily the same as the date of the permission to stay in the UK) Date: / /
Day Month Year

x. Full permanent address: Since /
Month Year

House/Flat number: House name:

Street:

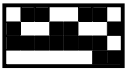
District:

Town:

County / Region: Postcode:

Country:

y. Have you within the last 5 years:
 Lived at any other addresses in the UK? Yes No
 Lived outside the UK for more than 12 months at a time? Yes No
 If you answered Yes, enter full details, with dates, in date order to cover the whole 5 year period on page 4.



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STATEMENT OF HMG PERSONNEL SECURITY AND NATIONAL SECURITY VETTING POLICY**Minimum Personnel Security Controls**

1. It is HM Government's policy that all areas of government and the national infrastructure should include in their recruitment processes certain basic checks. These checks include verification of the applicant's identity, employment history, their right to work in the UK and, if appropriate, checks of any unspent criminal records. Within government these controls are described in the Baseline Personnel Security Standard. In addition, the Centre for the Protection of National Infrastructure (CPNI) produces a range of relevant guidance on personnel security and makes similar advice available to the wider national infrastructure.

National Security Vetting

2. National security vetting comprises a range of additional checks and may be applied where a risk assessment indicates it is proportionate to do so. The risk assessment process takes account of the access an individual may have to sensitive assets (physical, personnel or information) at risk from a wide range of threats. These threats include: terrorism, espionage, or other actions that could threaten the United Kingdom. The requirements of international agreements concerning the protection of allies' information may also inform such assessments.
3. It is government policy that individuals should not be expected to hold an existing security clearance in order to apply for posts that require vetting, except where such posts are short term and need to be filled urgently.
4. There are three different types of national security vetting clearance: Counter Terrorist Check (CTC), Security Check (SC) and Developed Vetting (DV). Before any such clearance is undertaken the requirements of the Baseline Personnel Security Standard must be met. Whilst the information required and the range and depth of checks undertaken at each level may vary, they are all intended to allow Government departments and agencies, the Armed Forces and police forces to assess whether individuals who are to be employed in sensitive posts or critical functions might represent a security risk either directly or indirectly.

Checks

5. Individuals subject to national security vetting (including UK nationals taking up sensitive posts in international organisations) will be asked to provide via questionnaire personal information about themselves, partners, family members and other associates. It may be checked, and retained for future checks, against:
- Relevant personnel records held by the employing department or company
 - Criminal records (both spent and unspent as defined by the Rehabilitation of Offenders Act 1974)
 - Information held by the Security Service.
 - Credit reference agency records
6. The process may also take account of:
- Financial circumstances generally
 - Third party character references
 - Any medical considerations that could give rise to security concerns
7. Interviews with the vetting subject and referees may be carried out to establish good character and to verify information that has been provided.

Decision Making

8. National security vetting decisions may only be taken by Government departments, agencies, the Armed Forces or police forces. All the available information is taken into account to reach a reasoned decision on an individual's suitability to hold a security clearance.
9. Security clearances may be refused or withdrawn where:
- There are security concerns related to an individual's involvement or connection with activities, organisations or individuals associated with the threats described in this Statement (or any similar new threats that emerge);
 - Personal circumstances, current or past conduct indicate that an individual may be susceptible to pressure or improper influence;
 - Instances of dishonesty or lack of integrity cast doubt upon an individual's reliability;
 - Other behaviours or circumstances indicate unreliability.
10. Wherever possible existing employees will have an opportunity to discuss, comment on and challenge any adverse information that arises. However in certain circumstances it may not be possible to share such information as this could compromise national security, the public interest or third party confidentiality.

Avenues of Appeal

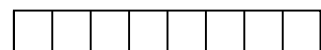
11. Existing employees who are subject to national security vetting and either refused a security clearance or whose clearance is withdrawn may appeal against such decisions. All departments and agencies that carry out national security vetting must provide for an internal appeal process. Where individuals remain dissatisfied they may appeal to the Security Vetting Appeals Panel, an independent body.
12. The Panel will consider the case, review the information and invite the appellant and the organisation to make representations. The Panel will make recommendations to the Head of Department or organisation in the light of its findings as to whether the decision should stand or be reviewed. The Panel may also comment on the security vetting procedures and adequacy of the internal appeal arrangements.
13. There are no national security vetting appeal routes for applicants for employment who are refused a security clearance. Separate arrangements exist for applicants, employees and contractors of the security and intelligence agencies, who may complain to the Investigatory Powers Tribunal. Any individual may apply to an Employment Tribunal if they feel that they have been discriminated against in any part of the recruitment process.

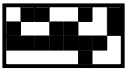
Ongoing Personnel Security Management

14. The national security vetting process provides an assessment of the vetting subject at the time the process is carried out but active ongoing personnel security management is required to ensure that a security clearance maintains its currency. As a minimum this will involve active consideration of the vetting subject's continuing conduct in respect of security matters; it will also require checks to be repeated at regular intervals.

Please note that any information provided will be treated in strict confidence. In cases where a potential risk is identified, and a decision taken to 'manage the situation' rather than refuse security clearance, those tasked with managing that risk will need the appropriate information in order to do this effectively.

Failure to disclose relevant circumstances or information is likely in itself to be regarded as evidence of unreliability and will be taken into account when assessing your suitability for security clearance. It is therefore in your own interests to be honest and open in the information you provide in this questionnaire.





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Previous Address

Previous Address From: / To: /
Month Year Month Year

House/Flat number: House name:

Street:

District:

Town:

County / Region: Postcode:

Country:

Previous Address

Previous Address From: / To: /
Month Year Month Year

House/Flat number: House name:

Street:

District:

Town:

County / Region: Postcode:

Country:

Previous Address

Previous Address From: / To: /
Month Year Month Year

House/Flat number: House name:

Street:

District:

Town:

County / Region: Postcode:

Country:

Previous Address

Previous Address From: / To: /
Month Year Month Year

House/Flat number: House name:

Street:

District:

Town:

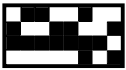
County / Region: Postcode:

Country:

If you have further addresses in the last 5 years please tick here and enter additional address details on the continuation sheets (pages 23 and 24).

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4. Your Contact Details

a. Home Telephone:

b. Work Telephone: Ext.

c. Military Dialling Code/GTN:

d. Mobile:

e. E-mail: Please list all e-mail addresses that you have, using the continuation pages if necessary.

(1)

(2)

(3)

f. If we need to contact you, do you wish to be contacted at: Work Home We will try to meet your preference but this cannot always be guaranteed

g. Please enter your work address:

Name of Employer:

Address Line 1:

Address Line 2:

Town:

County / Region: Postcode:

Country:

5. Marriage and partnerships

a. Are you currently or have you previously been (a) married or (b) registered a civil partnership under the Civil Partnership Act 2004? Yes No

If you answered Yes, please give details below. If you answered No, please go to question 5c.

Date of marriage / registration: / /
Day Month Year

Town:

County / Region:

Country:

If more previous marriages / partnerships please tick here and enter additional details on the continuation sheets (pages 23 and 24)

b. Have you ever been divorced, separated or had a civil partnership dissolved? Yes No

If you answered Yes, please give details below. If you answered No, please go to question 5c.

Date of Divorce, Separation or Dissolution: / /
Day Month Year

If divorced, court at which Decree Nisi and Decree Absolute granted. If civil partnership dissolved, court at which dissolution granted:

If more previous divorces, separations or dissolutions, please tick here and enter additional details on the continuation sheets (pages 23 and 24).

c. If living with a partner, from what date?: /
Month Year

If you have not lived with a partner in the last three years go to question 7



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6. Details About Your Partner and/or Former Partner(s)

Please enter details of any partner with whom you are living as a couple. Please also include ALL former partners who have died or from whom you have separated (including divorce or the dissolution of a civil partnership) in the last 3 years. If this includes more than one partner during the last 3 years please tick here [] and enter additional details on the continuation sheets (pages 23 and 24) in the same format as below.

If you have any other information which you feel may be appropriate (e.g. if your partner already holds a security clearance, or is in government employment) please enter the details on the continuation sheets (pages 23 and 24).

If you do not know full details of this individual, please tick here: []

Please give explanation:

[Large empty box for explanation]

a. Surname (now): [Grid] b. Title (Mr/Mrs/Ms/Miss/Dr/Prof/Rev): [Grid]

c. Surname (birth): [Grid] d. Sex: Male [] Female []

e. Any Other Surname(s) used: 1. [Grid] 2. [Grid]

f. Explanation of different surnames (e.g. marriage, deed poll, etc.) [Grid]

g. Full forename(s): [Grid]

h. Have your partner's forenames changed at any time since birth? Yes [] No []

i. Previous forename(s): [Grid]

j. Explanation of previous forenames [Grid]

k. Date of Birth: [Grid] / [Grid] / [Grid] If adopted, date of adoption: [Grid] / [Grid] / [Grid]

l. Town of birth: [Grid]

County / Region: [Grid]

Country: [Grid]

m. If your partner holds a National Security Vetting Clearance (Developed Vetting, Security Check or Counter Terrorist Check), please tick here []

*n. Present Nationality: [Grid]

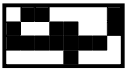
*o. Dual Nationality (if any): [Grid]

*p. Former Nationality (if any): [Grid]

* There is a difference between nationality and citizenship. If they hold or held citizenship rather than nationality, tick here [] and advise which countries they held citizenship in, and dates:

[Large empty box for citizenship details]

[Grid]



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Previous Address

Previous Address	From: <input type="text"/> / <input type="text"/>	To: <input type="text"/> / <input type="text"/>
	Month Year	Month Year
House/Flat number:	<input type="text"/>	House name: <input type="text"/>
Street:	<input type="text"/>	
District:	<input type="text"/>	
Town:	<input type="text"/>	
County / Region:	<input type="text"/>	Postcode: <input type="text"/>
Country:	<input type="text"/>	

w. Do you have any other information about your partner which you feel may be relevant? Yes No

If so, please give details:

Details About Your Natural Parents, Adoptive Parents, Foster Parents, Step-Parents or Legal Guardians

Please provide details of all parents and their current and/or former partners in the last 3 years. Even if you are adopted, or have step-parents, foster parents or legal guardians, we still require details of your natural father and mother below. If you have any other parents, adoptive parents, step-parents or legal guardians give details within Questions 9 and 10, using the continuation sheets (pages 23 and 24) where required.

Please state for each parent / parent's partner, the relationship, e.g. Step-Father/Father's Partner and, if appropriate, their date of death.

7. Details About Your Natural Father

If you do not know full details of your natural father, please tick here:

Please give explanation:

a. Surname (now): b. Title (Mr/Mrs/Ms/Miss/Dr/Prof/Rev):

c. Surname (birth):

d. Any Other Surname(s) used: 1.
2.

e. Explanation of different surnames (e.g. marriage, deed poll, etc.)

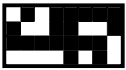
f. Full forename(s):

g. Have your father's forenames changed at any time since birth? Yes No

h. Previous forename(s):

i. Explanation of previous forenames





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d. Any Other Surname(s) used: 1. [Grid]

2. [Grid]

e. Explanation of different surnames (e.g. marriage, deed poll, etc.) [Text Box]

f. Full forename(s): [Grid]

g. Have your mother's forenames changed at any time since birth? Yes [] No []

h. Previous forename(s): [Grid]

i. Explanation of previous forenames [Text Box]

j. Date of Birth: [] / [] / []
Day Month Year

k. Town of birth: [Grid]

County / Region: [Grid]

Country: [Grid]

*l. Present Nationality: [Grid]

*m. Dual Nationality (if any): [Grid]

*n. Former Nationality (if any): [Grid]

* There is a difference between nationality and citizenship. If your mother holds or held citizenship rather than nationality, tick here [] and advise which countries she holds/ held citizenship in, and dates:

[Text Box]

o. If British naturalised, give number and date of certificate: Number: [Grid]

Date: [] / [] / []
Day Month Year

p. If non-UK National, date of taking up permanent residence in UK: (This is not necessarily the same as the date of the permission to stay in the UK) Date: [] / [] / []
Day Month Year

q. Occupation: [Grid]

r. Please enter your mother's current permanent address below: If your mother is deceased, please provide the date of death and enter your mother's last known address below.

Full permanent address: Since [] / []
Month Year

House/Flat number: [Grid] House name: [Grid]

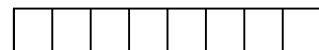
Street: [Grid]

District: [Grid]

Town: [Grid]

County / Region: [Grid] Postcode: [Grid]

Country: [Grid]



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s. Date of death (if applicable)

Day / Month / Year

t. Do you have any other parents, adoptive parents, step-parents or legal guardians? Please tick 'yes' or 'no'. If 'yes', go to Q9. If 'no', go to Q11.

Yes [] No []

9. Details of other Parents, Adoptive Parents, Foster Parents, Step-Parents or Legal Guardians

If you do not know full details of this individual, please tick here: []

Please give explanation:

[]

a. Relationship:

[]

b. Date of adoption (if applicable):

Day / Month / Year

c. Title (Mr/Mrs/Ms/Miss/Dr/Prof/Rev):

[]

d. Surname (now):

[]

e. Surname (birth):

[]

f. Any Other Surname(s) used:

1. []
2. []

g. Explanation of different surnames (e.g. marriage, deed poll, etc.)

[]

h. Full forename(s):

[]

i. Have this individual's forenames changed at any time since birth?

Yes [] No []

j. Previous forename(s):

[]

k. Explanation of previous forenames

[]

l. Date of Birth:

Day / Month / Year

m. Town of birth:

[]

County / Region:

[]

Country:

[]

*n. Present Nationality:

[]

*o. Dual Nationality (if any):

[]

*p. Former Nationality (if any):

[]

* There is a difference between nationality and citizenship. If the individual holds or held citizenship rather than nationality, tick here [] and advise which countries they hold/ held citizenship in, and dates:

[]

[]

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I. Date of Birth:

Day / Month / Year

m. Town of birth:

[Grid for town name]

County / Region:

[Grid for county/region]

Country:

[Grid for country]

*n. Present Nationality:

[Grid for present nationality]

*o. Dual Nationality (if any):

[Grid for dual nationality]

*p. Former Nationality (if any):

[Grid for former nationality]

* There is a difference between nationality and citizenship. If the individual holds or held citizenship rather than nationality, tick here [] and advise which countries they hold/ held citizenship in, and dates:

[Large empty box for citizenship details]

q. If British naturalised, give number and date of certificate:

Number: [Grid]

Date: Day / Month / Year

r. If non-UK National, date of taking up permanent residence in UK:

(This is not necessarily the same as the date of the permission to stay in the UK)

Date: Day / Month / Year

s. Occupation:

[Grid for occupation]

t. Please enter the individual's current permanent address below: If the individual is deceased, please provide the date of death and enter their last known address below.

Full permanent address: Since

Month / Year

House/Flat number:

House name:

Street:

[Grid for street]

District:

[Grid for district]

Town:

[Grid for town]

County / Region:

[Grid for county/region]

Postcode:

[Grid for postcode]

Country:

[Grid for country]

u. Date of death (if applicable)

Day / Month / Year

11. Employment in HM Forces

a. Are you now, or have you ever been a member of HM Forces or Reserve?

Yes [] No []

If you answered 'no' please go to Question 12. If you answered 'yes' please give details below.

b. Are you currently serving?

Yes [] No []

c. Dates of Service:

From: Month / Year To: Month / Year

d. Rank now or on discharge:

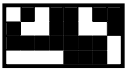
[Grid for rank]

e. Service (RN/RM, Army or RAF):

[Grid for service type]

f. Service Number:

[Grid for service number]



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12. Employment in HM Government Service, the Civil Nuclear Industry, Police Forces and the Devolved Administrations*

This includes employment in the UK government departments and agencies, British Energy, Canberra UK, Centronic, Civil Nuclear Constabulary, Direct Rail Services Ltd, Dounreay Site Restoration Ltd, Enrichment Technology UK (Marlow, Capenhurst), GE Healthcare, Geodis, Imperial College Reactor Centre, International Nuclear Services (Warrington), James Fisher (Crewing Services) Ltd, Magnox, Nuclear Decommissioning Authority, National Nuclear Laboratory, NUVIA, Sellafield Ltd, RSRL (Harwell and Winfrith), Springfield Fuels Ltd, Studsvik (Gateshead), UKAEA, Urenco, VT Nuclear Services, WH Bowker, Inutec, EDF Nuclear, Horizon Nuclear Power, the Civil Aviation Authority, the BT Group of companies and the Post Office.

a. Are you employed now, or have you ever been employed, by any of the above? Yes No

If you answered 'no' please go to Question 13. If you answered 'yes' please give details below.

b. Present or most recent organisation:

c. Dates of Service: From: / To: /
Month Year Month Year

d. Grade now or on leaving:

13. Your Present Employment

To be completed if you are NOT currently employed in HM Forces or HM Government Service.

a. Are you presently employed? Yes No

If you answered 'yes' please give present employment details below. If you answered 'no' please go to question 14.

b. Name of employer:

c. Address of employer:
Address Line 1:
Address Line 2:
Town:
County/Region: Postcode:
Country:

d. Telephone:

e. Surname of Immediate Supervisor:

f. Forenames of Immediate Supervisor:

g. Immediate Supervisor's job title:

h. Immediate Supervisor's e-mail address (if known):

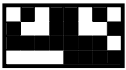
i. How long have you been supervised by this individual: Years Months

If your answer is less than one year, and you have worked for your present employer for at least that length of time, please use the continuation pages to give full details of all other supervisors you have had in the last 12 months.

j. Your current job title:

k. Date of joining: /
Month Year





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14. Your Previous Employment

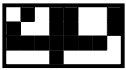
Please enter details of any other full or part-time employment you have held within the last 5 years giving the most recent employment first. Please include any periods of unemployment of 3 months or more giving the address of the relevant Benefit Office. Where work was obtained through an employment agency, details of the agency and dates only need be given (use the continuation sheets on pages 23 and 24). Self-employed contractors or consultants who have not obtained work through an employment agency should provide details of 3 firms worked for.

If you have no previous employment go to question 15.

a. Name of employer:	[Grid]																														
b. Address of employer:	[Grid]																														
Address Line 1:	[Grid]																														
Address Line 2:	[Grid]																														
Town:	[Grid]																														
County/Region:	[Grid]																				Postcode:	[Grid]									
Country:	[Grid]																														
c. Telephone:	[Grid]																														
d. Surname of Immediate Supervisor:	[Grid]																														
e. Forenames of Immediate Supervisor:	[Grid]																														
f. Supervisor's Grade/Rank:	[Grid]																														
g. Supervisor's job title:	[Grid]																														
h. Supervisor's e-mail address (if known):	[Grid]																														
i. Your Grade/Rank:	[Grid]																														
j. Your job title:	[Grid]																														
k. Dates:	From:	[Grid]	/	[Grid]	To:	[Grid]	/	[Grid]																							
		Month		Year		Month		Year																							

a. Name of employer:	[Grid]																														
b. Address of employer:	[Grid]																														
Address Line 1:	[Grid]																														
Address Line 2:	[Grid]																														
Town:	[Grid]																														
County/Region:	[Grid]																				Postcode:	[Grid]									
Country:	[Grid]																														
c. Telephone:	[Grid]																														
d. Surname of Immediate Supervisor:	[Grid]																														
e. Forenames of Immediate Supervisor:	[Grid]																														
f. Supervisor's Grade/Rank:	[Grid]																														
g. Supervisor's job title:	[Grid]																														
h. Supervisor's e-mail address (if known):	[Grid]																														
i. Your Grade/Rank:	[Grid]																														
j. Your job title:	[Grid]																														
k. Dates:	From:	[Grid]	/	[Grid]	To:	[Grid]	/	[Grid]																							
		Month		Year		Month		Year																							





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a. Name of employer:

b. Address of employer:

Address Line 1:

Address Line 2:

Town:

County/Region: Postcode:

Country:

c. Telephone:

d. Surname of Immediate Supervisor:

e. Forenames of Immediate Supervisor:

f. Supervisor's Grade/Rank:

g. Supervisor's job title:

h. Supervisor's e-mail address (if known):

i. Your Grade/Rank:

j. Your job title:

k. Dates: From: / To: /
Month Year Month Year

a. Name of employer:

b. Address of employer:

Address Line 1:

Address Line 2:

Town:

County/Region: Postcode:

Country:

c. Telephone:

d. Surname of Immediate Supervisor:

e. Forenames of Immediate Supervisor:

f. Supervisor's Grade/Rank:

g. Supervisor's job title:

h. Supervisor's e-mail address (if known):

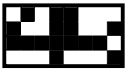
i. Your Grade/Rank:

j. Your job title:

k. Dates: From: / To: /
Month Year Month Year

If more than 4 previous employers please tick here and enter additional employment details on the continuation sheets (pages 23 and 24).





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15. Your Supervisors

To be completed only if you are currently serving in HM Forces, Reserve or HM Government or have done so in the last 5 years. If not please go to question 16.

Please give details of your immediate supervisor/line manager in each posting in HM Forces/Reserve/Government service in the last 5 years, giving the most recent first. The immediate supervisor/line manager is the person who directly supervised you and saw you most frequently in each posting; for service personnel it must be someone of Petty Officer/SNCO rank or above.

a. Dates you were supervised: From: / To: /
Month Year Month Year

b. Section, Branch, Unit or Establishment:

c. Surname: d. Title (Mr/Mrs/Ms/Miss/Dr/Prof/Rev):

e. Forename(s):

f. Grade/Rank:

g. Post Title:

h. Please enter the present work/daytime address and telephone number of this supervisor below:

Address Line 1:

Address Line 2:

Town:

County/Region: Postcode:

Country:

i. Military Telephone Number:

j. Civilian Telephone Number:

k. Email Address (If known):

a. Dates you were supervised: From: / To: /
Month Year Month Year

b. Section, Branch, Unit or Establishment:

c. Surname: d. Title (Mr/Mrs/Ms/Miss/Dr/Prof/Rev):

e. Forename(s):

f. Grade/Rank:

g. Post Title:

h. Please enter the present work/daytime address and telephone number of this supervisor below:

Address Line 1:

Address Line 2:

Town:

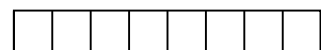
County/Region: Postcode:

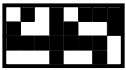
Country:

i. Military Telephone Number:

j. Civilian Telephone Number:

k. Email Address (If known):





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a. Dates you were supervised: From: / To: /
Month Year Month Year

b. Section, Branch, Unit or Establishment:

c. Surname: d. Title (Mr/Mrs/Ms/Miss/Dr/Prof/Rev):

e. Forename(s):

f. Grade/Rank:

g. Post Title:

h. Please enter the present work/daytime address and telephone number of this supervisor below:

Address Line 1:

Address Line 2:

Town:

County/Region: Postcode:

Country:

i. Military Telephone Number:

j. Civilian Telephone Number:

k. Email Address (If known):

a. Dates you were supervised: From: / To: /
Month Year Month Year

b. Section, Branch, Unit or Establishment:

c. Surname: d. Title (Mr/Mrs/Ms/Miss/Dr/Prof/Rev):

e. Forename(s):

f. Grade/Rank:

g. Post Title:

h. Please enter the present work/daytime address and telephone number of this supervisor below:

Address Line 1:

Address Line 2:

Town:

County/Region: Postcode:

Country:

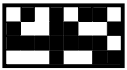
i. Military Telephone Number:

j. Civilian Telephone Number:

k. Email Address (If known):

If more than 4 supervisors please tick here and enter the details for each supervisor on the continuation sheets (pages 23 and 24).





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16. Criminal Convictions & Related Matters

In line with HM Government's policy on vetting on page 3, you must declare any matter which may be relevant.

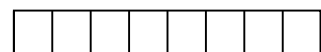
This includes: any criminal convictions which you may have, including those which are 'spent'. In line with the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Rehabilitation of Offenders (Exclusions and Exceptions)(Scotland) Order 2003, and the Rehabilitation of Offenders (Exceptions) Order (Northern Ireland) 1979, spent convictions may be taken into account where national security is concerned. In Northern Ireland, spent convictions may also be taken into account where protecting public safety or public order is involved. **You must reveal all convictions, whether or not spent, under the legislation.**

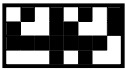
The relevant department or agency will decide if a criminal conviction affects your security clearance. Although it may be taken into account, this information will not necessarily prevent you from being awarded a security clearance.

Please answer the three questions on the next page and **sign and date the section.**

You have the option to detach the Criminal Declaration (page 20) should you wish the Vetting Authorities alone to see your response on these matters. You should remove the section and place in an envelope, then seal the envelope, sign your name across the flap and attach it to the front of the questionnaire before sending to your sponsor.

Failure to disclose relevant circumstances or information is likely in itself to be regarded as evidence of unreliability and will be taken into account when assessing your suitability for security clearance.





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You are reminded that your answers will be checked against national criminal records.

Have you ever been:

- a. convicted or found guilty by a Court (including juvenile courts) of ANY offence in ANY country (excluding parking and speeding, but including all other motoring offences even where a spot fine has been administered by the police)? Yes No
- b. on probation, or received a formal caution, or been absolutely/conditionally discharged, or had a fixed penalty notice or penalty notice for disorder issued to you, or accepted a fiscal fine from the Procurator Fiscal in Scotland, or been bound over after being charged with any offence, or is there any action pending against you? Yes No
- c. convicted by a Court Martial, or sentenced to detention or dismissal or fined while serving in the armed forces of the UK or any Commonwealth or foreign country? Yes No

If you answered Yes to any of the questions on this page, please give full details, (including dates) below.

Large empty rectangular box for providing details of offences.

Please enter your full name and sign and date below.

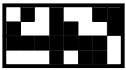
Surname: [Grid of 20 boxes]

Full Forename(s): [Grid of 20 boxes]

Signed: [Large empty box for signature]

Date: [Day] / [Month] / [Year] with labels Day, Month, Year below.

[Grid of 10 boxes]



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Level of clearance (e.g DV, SC, CTC):

Department, Agency or Firm:

Date of withdrawal: / /
Day Month Year

Please give the reason for this:

Is there any other information that you wish to provide in support of your clearance application?

20. Financial History / Arrangements

For SC and SC (Review) Only - you need not answer if you are completing this form for a CTC or CTC (Review)

a. Have you and/or your partner in the last 10 years:

	Yes	No	Number of Times	Most Recent Year
Had a credit or store card application declined?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Had a personal loan application declined?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Sought a reduction in monthly repayments with a lender?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Ever consolidated debt onto a new financial arrangement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Had a default or termination notice issued to you by a bank or creditor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Had a credit or store card withdrawn?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Consulted a debt management company or advisory service, e.g. CAB?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Arranged a debt management plan (formal or informal)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Been subject to a county court judgement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Been subject to an attachment of earnings order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Had repossession proceedings commenced against you?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Been investigated by HMRC or DWP?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

b. Have you and/or your partner ever applied for an Individual Voluntary Arrangement (IVA), or (in Scotland only) a Protected Trust Deed, or a Debt Relief Order?

Yes No

c. Have you and/or your partner ever been declared bankrupt?

Yes No

d. Do you have any financial interests that may conflict with your duties as a Civil Servant, member of HM Forces, or as a Government contractor? (e.g. your partner runs a company, which tenders for contracts that you are responsible for placing)

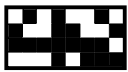
Yes No

e. Are there any details or explanations that would help us to understand your financial position better?

Yes No

If you answered 'yes' to any question, please provide full details on the continuation pages.





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Continuation of Answers

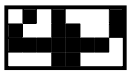
IMPORTANT: When providing additional information please write the Question Number against each answer and provide all the information requested in the original question.

**Question
Number**

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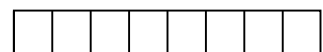


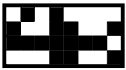
Continuation of Answers

IMPORTANT: When providing additional information please write the Question Number against each answer and provide all the information requested in the original question.

**Question
Number**

Large empty rectangular box for providing answers.





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Declaration

I declare that I have read and understood the statement of HM Government's policy on vetting on page 3 of this questionnaire.

I understand that in accordance with this policy the personal information that I have provided on this form about myself, my partner (if applicable) and my family will be submitted for checking against national criminal and security records.

I understand that, a check against credit reference agency records and investigations into my financial circumstances will also be carried out. I understand, too, that the information provided may be subject to ongoing checks where they are necessary and proportionate.

I declare that the information I have given is true and complete to the best of my knowledge and belief, and I understand that any false statement or deliberate omission in the information I have given in this questionnaire may disqualify me from employment (including employment in connection with Crown contracts if applicable) or make me liable to disciplinary action, which may include dismissal.

I undertake to notify any material changes in the information I have given above (e.g. change of partner, address or financial circumstances), including any future criminal convictions, to the Personnel or Security branch concerned.

Important: Data Protection Act 1998. This questionnaire asks you to supply "personal" and "sensitive personal" data as defined by the Data Protection Act 1998. You will be supplying this data to the appropriate vetting authority where it will be processed exclusively for the purpose of security vetting, in accordance with HM Government's vetting policy, save that, in the highly unlikely event that data supplied by you discloses or suggests that:

- i. a criminal offence has occurred or is likely to occur or,
- ii. staff may be at risk of danger e.g. if you have been diagnosed with a serious mental condition as potentially endangering yourself or others

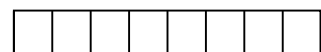
then the vetting authority may pass on that information alone to the appropriate person(s). Subject to this, the vetting authority will protect the information which you provide and will ensure that it is not passed to anyone who is not authorised to see it.

By signing the declaration on this page, you are explicitly consenting for the data you provide in this questionnaire to be processed in the manner described above. If you have any concerns about any of the questions we ask, or what we will do with the information you provide, which are not answered by the guidance notes please contact the person who issued this form for further information.

Note: Please review the form **BEFORE SIGNING** to ensure that all questions have been fully answered. Please check that you have signed the Criminal Convictions Declaration on page 20.

When completed, this application form must be returned to your Sponsor. Contractors, please note at page 20 that you may detach and place in a sealed envelope the Criminal Convictions & Related Matters page before returning the form to the Sponsor.

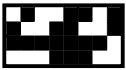
Signed:		Date: <input style="width: 30px; height: 20px;" type="text"/> / <input style="width: 30px; height: 20px;" type="text"/> / <input style="width: 40px; height: 20px;" type="text"/> <div style="display: flex; justify-content: space-around; font-size: small;"> Day Month Year </div>
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RESTRICTED (WHEN COMPLETED)

I certify that the relevant records held for the applicant have been checked for items of security interest and that: (tick one box):

No items of security interest were found

Some items of security interest were found
(please give details below)

Details of any items of security interest:

[Empty box for details of security interest]

Applicant's Surname: [Grid]

Applicant's Forename(s): [Grid]

Applicant's Date of Birth: [Day] / [Month] / [Year]

I confirm that the applicant's identity has been verified.

If the Subject is an existing employee and has been employed for 3 years or more, please tick.

How did you confirm the applicant's identity? Please include relevant dates and details. If full passport not produced, two other forms of identity must be checked. However, if you have confirmed above that the Subject has been employed for at least 3 years, only a company records check is required, together with the date on which it was carried out.

Form of identification	Number	Date of issue (Day/Month/Year)
<input type="checkbox"/> Full EU Passport	[Grid]	[Grid]
<input type="checkbox"/> Full non-EU Passport	[Grid]	[Grid]
<input type="checkbox"/> Driving Licence	[Grid]	[Grid]
<input type="checkbox"/> Birth Certificate	[Grid]	[Grid]
<input type="checkbox"/> Company Records	[Grid]	[Grid]
<input type="checkbox"/> Other	[Grid]	[Grid]

If Other, please give details below.

[Empty box for details of other identification]

Name: [Grid]

Position within organisation: [Grid]

Email Address: [Grid]

Telephone: [Grid] Ext. [Grid]

Signed: [Signature box]

Date: [Day] / [Month] / [Year]

