

Personal Information Questionnaire – Recruitment Vetting

Please read attached notes for completion of Personal Information Questionnaire – Appendix C

The data controller for the information collected by completion of this form is British Transport Police.

The information is to enable an assessment to be made as to the suitability of the applicant to gain access to police assets by way of undertaking appropriate checks of the data subject, relatives, guardians, and any individuals necessarily identified in the course of police enquiries. The checks will be undertaken by accessing national and local police systems and financial information in order to establish any issues relating to past cautions, convictions, family, lifestyle, financial and social circumstances.

If there is insufficient space to answer any question, please use the continuation sheet at the rear of this form. Failing to do so will result in this form being returned to you and delays in your clearance.

If any whole section is not relevant to your circumstances then you **MUST** designate it **NOT APPLICABLE** by ticking the corresponding “Section Not Applicable” checkbox. Once checked the whole section will be taken as **NOT APPLICABLE**. Any completed fields in a section designated as not applicable will be ignored. All relevant input fields for any section not been designated as not applicable **MUST** be completed. Any input field not completed will be taken as **NOT APPLICABLE**. **Failure to include details may result in you being refused on the grounds of integrity. (Also see Convictions and Caution Section)**

The personal data supplied will be managed confidentially, securely and in accordance with the Data Protection Act 1998. Personal data will be retained in accordance with retention periods established through the national guidance on Management of Police Information, where after it will be disposed of securely. Under the Data Protection Act, individuals have a general right of access to personal data held by police forces.

Application Details

Job Role:

Personal Details

Title:		Gender:	
Surname:		Forename(s)	
Date of Birth:		Place of Birth (Town/City):	
Country of Birth:		National Insurance No:	
Other Names - Please use continuation sheet if necessary			Other Names Not Applicable:
Please enter any Maiden Names, Previous or Other Names.			
Other Name Type:		Surname:	Forename(s):
Other Name Type:		Surname:	Forename(s):
Other Name Type:		Surname:	Forename(s):
Other Name Type:		Surname:	Forename(s):
Current Address:			
Postcode:		Date From:	Years at current address:
Home Telephone:		Mobile Telephone:	
Other Telephone:		Occupation:	
Email Address:			

RESTRICTED (WHEN COMPLETE)

Previous Addresses - Please use continuation sheet if necessary				Section Not Applicable:	
Please give all addresses at which you have lived over the last five years, starting with the most recent. Do not include your current address. Date From / Date To can be approximate.					
Address:					
Postcode:		Date From:		Date To:	
Address:					
Postcode:		Date From:		Date To:	
Address:					
Postcode:		Date From:		Date To:	
Address:					
Postcode:		Date From:		Date To:	
Address:					
Postcode:		Date From:		Date To:	

Partner Details				Section Not Applicable:	
Title:		Gender:			
Surname:		Forename(s):			
Date of Birth:		Place of Birth (Town/City):			
Country of Birth:					
Other Names - Please use continuation sheet if necessary					
Please enter any Maiden Names, Previous or Other Names.					
Other Name Type:		Surname:		Forename(s):	
Other Name Type:		Surname:		Forename(s):	
Other Name Type:		Surname:		Forename(s):	
Other Name Type:		Surname:		Forename(s):	
Current Address:					
Postcode:		Date From:		Years at Current Address:	
Occupation:					
If deceased, please give date:					

RESTRICTED (WHEN COMPLETE)

Your Family - Please use continuation sheet if necessary

Please tell us about your family, where they live, and any other adults living at your address. You **MUST** include dates (and places) of birth and addresses for all persons listed. Failure to do so may result in delaying the vetting clearance required for the position you have applied for.

Father

Title:		Gender:	
Surname:		Forename(s)	
Date of Birth:		Place of Birth (Town/City):	
Country of Birth:			

Other Names - Please use continuation sheet if necessary

Please enter any Maiden Names, Previous or Other Names.

Other Name Type:		Surname:		Forename(s):	
Other Name Type:		Surname:		Forename(s):	
Other Name Type:		Surname:		Forename(s):	
Other Name Type:		Surname:		Forename(s):	

Current Address:					
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Postcode:		Date From:		Years at current address:	
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Occupation:					
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If deceased, please give date:					
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Mother

Title:		Gender:	
Surname:		Forename(s)	
Date of Birth:		Place of Birth (Town/City):	
Country of Birth:			

Other Names - Please use continuation sheet if necessary

Please enter any Maiden Names, Previous or Other Names.

Other Name Type:		Surname:		Forename(s):	
Other Name Type:		Surname:		Forename(s):	
Other Name Type:		Surname:		Forename(s):	
Other Name Type:		Surname:		Forename(s):	

Current Address:					
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Postcode:		Date From:		Years at current address:	
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Occupation:					
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If deceased, please give date:					
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RESTRICTED (WHEN COMPLETE)

Brothers and Sisters - Please use continuation sheet if necessary

Please enter details of your brothers and sisters, including half/adopted or stepbrothers and half/adopted or step sisters.
There is no need to include brothers and sisters less than 10 years of age

Brother/Sister				Section Not Applicable:	
Relationship:					
Title:		Gender:			
Surname:		Forename(s):			
Date of Birth:		Place of Birth (Town/City):			
Country of Birth:					
Other Names - Please use continuation sheet if necessary					
Please enter any Maiden Names, Previous or Other Names.					
Other Name Type:		Surname:		Forename(s):	
Other Name Type:		Surname:		Forename(s):	
Other Name Type:		Surname:		Forename(s):	
Other Name Type:		Surname:		Forename(s):	
Current Address:					
Postcode:		Date From:		Years at Current Address:	
Occupation:					
If deceased, please give date:					

Brother/Sister				Section Not Applicable:	
Relationship:					
Title:		Gender:			
Surname:		Forename(s):			
Date of Birth:		Place of Birth (Town/City):			
Country of Birth:					
Other Names - Please use continuation sheet if necessary					
Please enter any Maiden Names, Previous or Other Names.					
Other Name Type:		Surname:		Forename(s):	
Other Name Type:		Surname:		Forename(s):	
Other Name Type:		Surname:		Forename(s):	
Other Name Type:		Surname:		Forename(s):	
Current Address:					
Postcode:		Date From:		Years at Current Address:	
Occupation:					
If deceased, please give date:					

RESTRICTED (WHEN COMPLETE)

Brothers and Sisters - Continued Please use continuation sheet if necessary

Please enter details of your brothers and sisters, including half/adopted or stepbrothers and half/adopted or step sisters. There is no need to include brothers and sisters less than 10 years of age

Brother/Sister		Section Not Applicable:	
Relationship:			
Title:		Gender:	
Surname:		Forename(s)	
Date of Birth:		Place of Birth (Town/City):	
Country of Birth:			
Other Names - Please use continuation sheet if necessary			
Please enter any Maiden Names, Previous or Other Names.			
Other Name Type:		Surname:	Forename(s):
Other Name Type:		Surname:	Forename(s):
Other Name Type:		Surname:	Forename(s):
Other Name Type:		Surname:	Forename(s):
Current Address:			
Postcode:		Date From:	Years at current address:
Occupation:			
If deceased, please give date:			

Brother/Sister		Section Not Applicable:	
Relationship:			
Title:		Gender:	
Surname:		Forename(s)	
Date of Birth:		Place of Birth (Town/City):	
Country of Birth:			
Other Names - Please use continuation sheet if necessary			
Please enter any Maiden Names, Previous or Other Names.			
Other Name Type:		Surname:	Forename(s):
Other Name Type:		Surname:	Forename(s):
Other Name Type:		Surname:	Forename(s):
Other Name Type:		Surname:	Forename(s):
Current Address:			
Postcode:		Date From:	Years at current address:
Occupation:			
If deceased, please give date:			

RESTRICTED (WHEN COMPLETE)

Details of Children and/or any Co-Residents - Please use continuation sheet if necessary

Child or Co-Resident				Section Not Applicable:	
Relationship:					
Title:		Gender:			
Surname:		Forename(s)			
Date of Birth:		Place of Birth (Town/City):			
Country of Birth:					
Other Names - Please use continuation sheet if necessary					
Please enter any Maiden Names, Previous or Other Names.					
Other Name Type:		Surname:		Forename(s):	
Other Name Type:		Surname:		Forename(s):	
Other Name Type:		Surname:		Forename(s):	
Other Name Type:		Surname:		Forename(s):	
Current Address:					
Postcode:		Date From:		Years at current address:	
Occupation:					
If deceased, please give date:					

Child or Co-Resident				Section Not Applicable:	
Relationship:					
Title:		Gender:			
Surname:		Forename(s)			
Date of Birth:		Place of Birth (Town/City):			
Country of Birth:					
Other Names - Please use continuation sheet if necessary					
Please enter any Maiden Names, Previous or Other Names.					
Other Name Type:		Surname:		Forename(s):	
Other Name Type:		Surname:		Forename(s):	
Other Name Type:		Surname:		Forename(s):	
Other Name Type:		Surname:		Forename(s):	
Current Address:					
Postcode:		Date From:		Years at current address:	
Occupation:					
If deceased, please give date:					

RESTRICTED (WHEN COMPLETE)

Details of Children and/or any Co-Residents – Continued - use continuation sheet if necessary

Child or Co-Resident				Section Not Applicable:	
Relationship:					
Title:		Gender:			
Surname:		Forename(s)			
Date of Birth:		Place of Birth (Town/City):			
Country of Birth:					
Other Names - Please use continuation sheet if necessary					
Please enter any Maiden Names, Previous or Other Names.					
Other Name Type:		Surname:		Forename(s):	
Other Name Type:		Surname:		Forename(s):	
Other Name Type:		Surname:		Forename(s):	
Other Name Type:		Surname:		Forename(s):	
Current Address:					
Postcode:		Date From:		Years at current address:	
Occupation:					
If deceased, please give date:					

Child or Co-Resident				Section Not Applicable:	
Relationship:					
Title:		Gender:			
Surname:		Forename(s)			
Date of Birth:		Place of Birth (Town/City):			
Country of Birth:					
Other Names - Please use continuation sheet if necessary					
Please enter any Maiden Names, Previous or Other Names.					
Other Name Type:		Surname:		Forename(s):	
Other Name Type:		Surname:		Forename(s):	
Other Name Type:		Surname:		Forename(s):	
Other Name Type:		Surname:		Forename(s):	
Current Address:					
Postcode:		Date From:		Years at current address:	
Occupation:					
If deceased, please give date:					

RESTRICTED (WHEN COMPLETE)

Convictions and Cautions - Please use continuation sheet if necessary

You must declare if you have ever been investigated, arrested, detained, 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 bindover;
- 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)

It is crucial that you inform us of any police investigation you have previously been involved in; regardless of whether it has led to the prosecution (including a caution) or not, of any person. If you are unsure of the meaning of a 'police investigation', please contact BTP for clarification.

Disclosing information will favour our judgement of your character - enabling us to make allowances for your involvement in police investigations. However, if you are not forthcoming, we will question your integrity and suitability for working in a police force.

If you have answered YES, please enter details below:

Date <i>(most recent first)</i>	Offence/Alleged Offence	Result <i>(if known)</i>	Court/Police Station involved

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 has led to a prosecution);
- Being subject of “Service Confidence” procedures;

If you have answered YES, please enter details below, including dates:

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Do you have any spent convictions?

In accordance with the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975, and the Rehabilitations of Offenders (Northern Ireland) Order 1978 (Exceptions) Order 1979, spent convictions may be taken into account.

If you have answered YES, please enter details below, including dates:

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RESTRICTED (WHEN COMPLETE)

Family Convictions or Criminal Association - Please use continuation sheet if necessary

Failure to disclose details may result in you being refused on the grounds of Integrity.

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?

If you have answered YES, please enter details below:

Are you aware of any other circumstances or characteristics, which may impact on vetting clearance?

If you have answered YES, please enter details below:

Other Information - Please use continuation sheet if necessary

Have you ever been involved in any action that could be described as Politically / Religiously / Racially / Environmentally Disruptive? :

If you have answered YES, please enter details below:

RESTRICTED (WHEN COMPLETE)

Financial Position - Please use continuation sheet if necessary		
Unless otherwise stated, complete these questions in respect of the last six years.		
Question	Answer	If YES please describe:
Have you had a loan arrangement terminated by your bank/building society/finance house/other?		
Have you had a credit/charge/store or cheque card withdrawn or notified that a card or account had been defaulted?		
Been subject of an adverse County Court Judgement, or a Sheriffs' Court or Court of Session Judgement in Scotland, on financial matters?		
Been party to a voluntary agreement registered with the County Court, or a Sheriffs' Court or Court of Session Judgement in Scotland?		
Been the subject of an attachment or earnings order?		
Had repossession proceedings commenced against you?		
Have you been party to an Individual Voluntary Agreement (IVA), Debt Referral Order (DRO) or Debt Management Programme?		
Have you ever been registered as bankrupt?		
If Yes, have your bankruptcy debts been discharged?		

RESTRICTED (WHEN COMPLETE)

References

Please provide contact details for employment references which should cover your previous two positions or your last three years of employment (whichever is the greater) – **Use the continuation sheet if required.**

Referee 1:		Section Not Applicable:	
Name:			
Address:			
Postcode:		Telephone:	
Position Held:			
Email Address:			
May we contact this referee now?			

Referee 2:		Section Not Applicable:	
Name:			
Address:			
Postcode:		Telephone:	
Position Held:			
Email Address:			
May we contact this referee now?			

Previous Vetting - Please use continuation sheet if necessary

Have you ever worked for another Police Force/Government Agency?

Have you previously been the subject of a vetting procedure?

If you have answered YES to any of the above please enter the following: Police Force/Agency, Role, Rank, Dates of Employment if applicable, Vetting Level if known and staff number or warrant/collar number:

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RESTRICTED (WHEN COMPLETE)

Proof of Identity

Proof of your identity is required, along with proof of your right to work in the UK if documents have not already been checked during the recruitment process. **See Appendix B.**

Please specify the proof of identity you have provided:

Proof of Residency

Proof of residency at your current address is also required. Please provide two of the following categories of documentation (which must be originals/current and where applicable in the last 3 months):

- Recent Credit Card or Bank Statements
- Utility Bills (Gas, Water or Electricity)
- Landline Telephone Bill
- Council Tax Bill
- British Driving Licence

Please specify the first proof of residency you have provided:

Please specify the second proof of residency you have provided:

DECLARATION

I declare that all the statements I have made in this application are true to the best of my knowledge and belief and that no relevant information has been withheld.

I understand that:

- I must inform British Transport Police without delay of any change in my circumstances.
- Criminal convictions and other police recorded information checks will be made against me, my partner / spouse, family members and any other adult living with me, and I have informed them of this.
- Financial checks will be undertaken to verify my financial status and that all such information will be treated in confidence. I consent to these checks being made.
- Any offer of appointment will be subject to satisfactory vetting.
- I declare that the information I have provided is true and complete to the best of my knowledge and belief.
- Any knowingly false statements or omitted information in connection with this application may subsequently result in the disqualification from employment by British Transport Police.
- The Chief Constable retains the right to reject any applicant without giving reasons.
- The information I have provided may be held on manual filing and computer systems as part of the vetting process.

Signature:

Date:

Submission of this form by email from your personal email address will be taken as your signed declaration. If it cannot be sent from such an address it should be printed, signed, and submitted by post

APPENDIX A

Continuation Sheet

Where possible, please use the same format as the original question. When giving addresses in the UK you **MUST** include the full postcode.

Section:

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Section:

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Section:

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Section:

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APPENDIX A

Continuation Sheet

Section:	

Section:	

Section:	

Section:	

APPENDIX B

Proof of Identity – Acceptable Forms

You will need to provide one of the following documents from List 1:

List 1

- Passport showing that the holder is a British citizen
- Passport or other travel document showing that the holder has a right of abode in the UK
- A national passport or national identity card showing that the holder is a national of a European Economic Area (EEA) country or Switzerland.
- A residence permit issued to a national from a European Economic Area (EEA) country or Switzerland
- A passport or other document issued by the Home Office which has an endorsement stating that the holder has a current right of residence in the United Kingdom as the family member of a national from a European Economic Area (EEA) country or Switzerland who is resident in the United Kingdom
- A passport or other travel document endorsed to show that the holder can stay indefinitely in the United Kingdom, or has no time limit on their stay.
- A passport or other travel document endorsed to show that the holder can stay in the United Kingdom - and that this endorsement allows the holder to do the type of work you are offering if they do not have a work permit
- An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take up employment

If you are unable to provide one of the documents included in **List 1**, you will need to provide the documents listed in **combination 1** OR **combination 2**. This will involve the applicant providing two documents in total.

Combination 1

A A document must have the permanent National Insurance Number and name of the job applicant. This document could be:

- P45
- P60
- National Insurance Number Card
- Document from a Government Agency
- A pay slip from a previous employer

In addition to document from A, you must also provide one of the following documents listed in B to H.

- B** A full birth certificate issued in the United Kingdom, which includes the name or names of the holder's parents; **or**
- C** A birth certificate issued in the Channel Islands, the Isle of Man or Ireland; **or**
- D** A certificate of registration or naturalisation stating that the holder is a British Citizen; **or**
- E** A letter issued by the Home Office to the holder which indicates that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay; **or**
- F** An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay indefinitely in the United Kingdom or has now time limit on their stay; **or**
- G** A letter issued by the Home Office to the holder which indicates that the person name in it can stay in the United Kingdom, and this allows them to do the type of work you are offering; **or**
- H** An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, and this allows them to do the type of work you are offering.

Combination 2

A A work permit or other approval to take employment that has been issued by Work Permits UK.

In addition to document from A, you must also provide a document from B and C.

B A passport or other travel document with a valid endorsement to show that the holder is able to stay in the United Kingdom and can take the work permit employment in question; **or**

C A valid document issued by the Home Office to the holder confirming that the person named in it is able to stay in the United Kingdom and can take the work permit employment in question.

A document from combination 1 and one document from combination 2 is not sufficient to provide the statutory defence.

Notes for Completion of Personnel Information Questionnaire and Guidance on Conviction and Caution Criteria

Read the following instructions carefully

The information required in this questionnaire is to allow the Chief Constable to fulfil a statutory obligation to run an efficient and effective Force. To meet this obligation we must provide for the safety of our staff, and ensure that those who have access to Force information are trustworthy, and unlikely to breach confidences. **Any infringement of an individual's right to respect of family life European Convention on Human Rights - ECHR Article 8, and discrimination ECHR Article 14, will only be that which is necessary and proportionate. The legitimate aims of such action will include the protection of the rights and freedoms of others, safeguarding public safety, the prevention of disorder and crime and, in some cases, national security.**

The information you provide in this questionnaire will be treated in the strictest confidence. Withholding information could prevent your application being successful, so give as much information as possible.

IMPORTANT

- Check that you have completed ALL the questions by ticking responses as appropriate, or by providing an answer in the spaces below. Where a question is not applicable or the answer is not known or not easily obtainable, enter N/A or N/K respectively. Please note that N/A or N/K responses may cause delay to your clearance. Should you require extra space to answer questions please insert a sheet of A4.
- British Transport Police operate minimum residency criteria therefore if the applicant cannot meet the 3 Year UK residency criteria they will fail vetting.
- For your personal details include your surname at birth and all subsequent surnames including those of your family members
- Be advised that for the purposes of Convictions and Cautions, **The Rehabilitation of Offenders Act 1974 does not apply and therefore all convictions known for yourself and family members must be declared.**

The presence of convictions will not automatically bar you from vetting clearance however any convictions that subsequently come to light may unfavourably affect your vetting. Where appropriate, please indicate the amount of contact e.g. never/occasional you have with family members that you know to have convictions

All convictions and incidents relating to family members even if this did not lead to an arrest are to be declared where known.

- Where the questionnaire asks have you previously been subject of a vetting procedure or a member of a police force, please include all information requested to assist in checks being made. Failure to provide all relevant information may delay your vetting.
- Only Identity Documents highlighted in Appendix B A will be acceptable.
- Only Proof of Residency documents shown above will be acceptable
 - External applicants for have no right of appeal against a decision not to grant them vetting clearance, however they will have the right to request a review. Requests for review should be made in writing within 28 days of receiving notification of the decision not to grant clearance to ForceVetting@btp.pnn.police.uk. This review will be conducted by a nominated individual not previously involved in the case, who has a working knowledge of vetting policies. The reviewer will view the case file together with any additional information provided by the applicant within 28 days of receipt of the letter, and will communicate the review decision in writing, as soon as practicable following the decision. Any decision made will be final.
- **Remember to complete the Declaration.**