# Baseline Personnel Security Standard

## Nationality & Immigration Status

**Note:** If you are appointed, documentary evidence will be sought to confirm your answers.

|  |  |
| --- | --- |
| Full name, including middle names (if applicable): |  |
| Alias(es)/other name(s) used: |  |
| Date of birth: |  |
| Male or Female: |  |
| Nationality at birth: |  |
| Present nationality (if different) |  |
| National Insurance Number |  |
| Have you ever possessed any other nationality or citizenship?  If yes, please specify: | **Yes / No** |
| Are you subject to immigration control?  If yes, please specify: | **Yes / No** |
| Are you lawfully resident in the UK? | **Yes / No** |
| Are there any restrictions on your continued residence in the UK?  If yes, please specify: | **Yes / No** |
| Are there any restrictions on your continued freedom to take employment in the UK?  If yes, please specify | **Yes / No** |
| If applicable, please state your Home Office/Port reference number here: |  |

## Criminal Record Declaration

**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.

West Yorkshire Fire and Rescue Service 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 agents. Since you are or may become such a person, please complete the following sections.

|  |  |
| --- | --- |
| 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 out 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). | **Yes / No**  (If yes, please give details overleaf) |
| 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). | **Yes / No**  (If yes, please give details overleaf) |
| 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**  (If yes, please give details overleaf) |

|  |
| --- |
| If you answered ‘YES’ to any of the questions on this form, please give details below: |

## Five Year Address History

Please provide your current address details below, including postcode:

|  |  |
| --- | --- |
| Current address: |  |
| Town/City: |  |
| Postcode: |  |
| At address since: |  |

Please provide all other address details where you have lived in the last 5 years. There must be no gaps in dates, however, overlapping dates are acceptable:

|  |  |
| --- | --- |
| Address: |  |
| Town/City: |  |
| Postcode: |  |
| At address since: |  |

|  |  |
| --- | --- |
| Address: |  |
| Town/City: |  |
| Postcode: |  |
| At address since: |  |

*Please note if you have lived in more addresses than three in the last 5 years, you must provide these details on separate sheet.*

## Declaration

**Important:** This form asks you to supply “personal” data in line with the current Data Protection legislation. You will be supplying this data to the appropriate HR or Security authority where it may be processed exclusively for the purpose of a check against the National Collection of Criminal Records. HR 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. If you have any concerns about any of the questions or what we will do with the information you provided, please contact the person who issued this form for further information.

I declare that the information I have given on these forms are true and complete to the best of my knowledge and belief. In addition, I understand that any false information or deliberate omission in the information I have given on this form may disqualify me for employment in connection with Government contracts or, if employed, lead to dismissal.

I undertake to notify any material changes in the information I have given above to West Yorkshire Fire & Rescue Service

|  |  |
| --- | --- |
| Print name: |  |
| Signature: |  |
| Date: |  |