

Personal & Private Security Screening Disclosure Form

Company:

Applicant No:

Job Title:

The position you have applied for is subject to the disclosure procedure (see Important Security Screening Information sheet). Failure to disclose relevant circumstances or information is likely of itself to be regarded as Evidence of unreliability and will be taken into account in assessing your suitability for security clearance. It is, therefore, in your own interest to be honest and open in your replies to the questions set out below.

PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS

1	PERSONAL INFORMATION		
Surname	<input type="text"/>	Forename	<input type="text"/>
Surname at birth	<input type="text"/>	Other names used (with dates)	<input type="text"/>
Current address	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Previous to current address to cover last 5 years	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Date	<input type="text"/> From	Date	<input type="text"/> From <input type="text"/> To
Town/ State of birth	<input type="text"/>	Date of birth	<input type="text"/>
Telephone Number	<input type="text"/>		
Mobile Number	<input type="text"/>		
Email	<input type="text"/>		
ID Number	<input type="text"/>	If not born in Nigeria give date and port of entry	<input type="text"/>
Date of Marriage(s) (if applicable)	<input type="text"/> <input type="text"/>	Number of Children and age(s)	<input type="text"/>
			No. of Children: <input type="text"/> Ages: <input type="text"/>

Do you hold a current driving license?

YES

NO

IF DRIVING WILL FORM PART OF YOUR DUTIES IN THE POSITION YOU HAVE APPLIED FOR, PLEASE COMPLETED THE FOLLOWING, OTHERWISE GO TO SECTION 2.

Date driving test passed

State type and class

Please give details of any current endorsements

2

BACKGROUND INFORMATION

Do not tick the boxes you must answer 'YES' or 'NO'

N.B. Answering 'Yes to any of the questions set out below will not automatically be a bar to employment.

Have you even convicted of any offence?

A civil matter?

A military offence?

Have you ever been cautioned, warned or reprimanded by the police for any offence?

Have you any alleged offence outstanding?

IF YES , GIVE DETAILS:

Please identify financial commitments (e.g. mortgage, HP etc.)

HAVE YOU EVER BEEN DECLARED BANKRUPT/INSOLVENT?

YES

NO

HAVE YOU EVER BEEN THE SUBJECT OF AN ATTACHMENT OF EARNINGS ORDER?

YES

NO

HAS A MAGISTRATE COURT JUDGEMENT EVER BEEN AWARDED AGAINST YOU?

YES

NO

IF YES to any of the above, please give details:

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REGULAR FORCES

ARE YOU OR HAVE YOU EVER BEEN A MEMBER OF THE REGULAR FORCES?

YES

IF YES, GIVE DETAILS:

Force

Date joined

Rank

Date left

5

PERSONAL REFERENCES

Please give details of three people and their main addresses, other than family, who have known you well for a minimum of three years who we may approach for references: these must not be former employers or from the

Name: _____

Address: _____

Occupation: _____

Tel. No. _____

How long known: _____

From: _____ To _____

Office use only

Name: _____

Address: _____

Occupation: _____

Tel. No. _____

How long known: _____

From: _____ To _____

Office use only

Name: _____

Address: _____

Occupation: _____

Tel. No. _____

How long known: _____

From: _____ To _____

Office use only

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SELF-EMPLOYMENT

In the case have previous work experience, please give details of your past employer (if any), accountant, solicitor.

Name: _____

Address: _____

Occupation: _____

Tel. No. _____

How long known: _____

From: _____ To _____

Office use only

Name: _____

Address: _____

Occupation: _____

Tel. No. _____

How long known: _____

From: _____ To _____

Office use only

READ THIS SECTION CAREFULLY BEFORE YOU SIGN THIS STATEMENT

If successful in obtaining employment with us the information contained in this document will be used in the security screening process. Your continued employment will be conditional upon satisfactory security screening and medical Examination as determined by the Company. This document will be retained in conjunction with your personal file. Whilst the company policy is to destroy personal files 10 years after an employee's leaving date, vetting information will normally be destroyed 6 months from the date of approval or rejection of employment.

STATEMENT TO BE SIGNED BY APPLICANT

Icertify that to the best of my knowledge, the
(FULL NAME IN CAPITALS)

Information I have given is complete and correct and I understand that misrepresentation of facts is a ground for immediate dismissal and renders me liable to prosecution.

I hereby authorize NOCTURNUS SECURITY LTD to approach any Government Agencies, former employers and personal referees to verify the information given, and will supply a Statutory Declaration if required.

I acknowledge that NOCTURNUS SECURITY LTD will process data about me and retain it in the manner described above and I hereby consent to this.

**FOR OFFICE USE ONLY
INTERVIEWER'S ASSESSMENT AND NOTES**

Interviewed by:Date:

CONFIRM BELOW ORIGINAL DOCUMENTS CHECKED

BIRTH CERTIFICATE SEEN*	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	DATE:	MEDICAL RECEIVED	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	DATE
MARRIAGE CERTIFICATE SEEN*	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	DATE:	FINANCE/CREDIT CHECK	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	DATE
DRIVING LICENCE SEEN*	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	DATE:	OFFER MADE	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	DATE
PASSPORT SEEN*	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	DATE:	OFFER ACCEPTED	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	DATE
WORK PERMIT SEEN*	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	DATE	STARTING DATE:	<input type="text"/>				
SERVICE RECORD SEEN*	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	DATE	POSITION:	<input type="text"/>				

*NB: PHOTOCOPIES OF THESE DOCUMENTS TO BE INCLUDED WITHIN SCREENING FILE WHERE APPLICABLE.

ABOUT YOURSELF

Please use the space below to explain why you are applying for this job and in particular how your experience (whether paid or unpaid, employment or otherwise), personal qualities and skills help to make you a suitable candidate.

Please continue on a blank sheet of A4 paper if you wish

EDUCATION QUALIFICATIONS

School, College, University etc.	Subject Taken	Exam Grades	Date		Office Use Only	
			From	To	Month	Year

JOB RELATED TRAINING COURSES

Date	Organizing Body	Course title / Details

MEMBER OF PROFESSIONAL BODIES

Institute / Body	Membership No.	Grade / Level	Study Dates	
			From	To

DRIVING LICENCE Do you hold a current driving license?

YES

NO

DATE DRIVING TEST(S) PASSED

STATE TYPE & CLASS (e.g. Provisional - Full - HGV)

Do you own your own transport?

YES

NO

EXTRA CURRICULUM ACTIVITIES

ARE YOU LEGALLY ENTITLED TO WORK IN NIGERIA?

YES

NO

ASYLUM AND IMMIGRATION:

Briefly describe the immigration status in this country:

Foreigners: Please bring with you the original of one of the following:

Passport, work permit, certificate of registration, Naturalization as a Nigerian or other such document proving your entitlement to work in Nigeria.

READ THIS SECTION CAREFULLY BEFORE YOU SIGN THIS STATEMENT

If successful in obtaining employment with us the information contained in this document will be used in the Pre-employment screening process. Your continued employment will be conditional upon satisfactory screening and medical examination as determined by the company. These documents will be retained in conjunction with your personal file. Whilst the company policy is to destroy personal files ten years after an employee's leaving date, vetting information will normally be destroyed six months from the date of approval or rejection of employment.

Reference will be taken up with employers' listed except for your present employer with whom references will be taken up only after an offer of employment has been accepted.

STATEMENT TO BE SIGNED BY APPLICANT

I _____ certify that to the best of my knowledge, the information
(full name in capitals)

I have given is complete and correct, and understand that misrepresentation of fact is grounds for immediate dismissal, and renders me liable for prosecution.

I understand the above statement relating to the processing of personal data as part of my application for employment and hereby give consent to this.

APPLICANT'S SIGNATURE _____ DATE: _____