

DECLARATION OF CONSENT

Please read the Declaration of Consent carefully and sign below to confirm your agreement to the terms

I declare that the information I have provided in the online form, and in any submitted and/or attached documents, is true and complete to the best of my knowledge and belief, and that I have answered the questions fully and accurately.

I understand that my screening will include any or all of the following checks:

<ul style="list-style-type: none"> • Basic Criminality: Checks your name through Disclosure Scotland and contains details of criminal convictions considered unspent under The Rehabilitation of Offender Acts 1974. • Directorship Search (or an International Directorship Search where applicable and available): Using your name the check identifies any past, present and disqualified directorships. • Address check: Checks your 5 year proof of address check against the electoral roll or address databases. 	<ul style="list-style-type: none"> • Financial Probity: (or an International Financial Probity where applicable and available): A database check using your name to check for all County Court Judgments and bankruptcies to cover the last 5 years. • ID Check: A copy of your ID document is checked against the database for authenticity. • Standard/Enhanced Disclosure: Checks your name through the Disclosure & Barring Service (DBS) and contains details of all spent and unspent criminal convictions.
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I authorise the data processor, an independent agent acting on behalf of my prospective employer, as the data controller, to verify information presented on my online form, in any submitted and/or attached documents, which may include sensitive personal data for the purposes of the UK Data Protection Act 1998 ("DPA") and the obtaining of documents and/or information covered by the EU Directive 95/46/EC and/or by applicable data protection legislation which is relevant in that country. I understand and agree that, where my personal history requires background verifications to be carried out in countries where I have worked and/or resided, in respect of my employment or education or residence, my data may be sent and processed in those relevant countries.

I also authorise the data processor to (a) contact the UK Identity and Passport Service, if required; (b) apply for a UK criminal background check on my behalf or perform an international criminal records check (as appropriate); and (c) receive and copy the results of the checks at their postal address. I agree that data processor, my employer, referees and/or data providers (as appropriate or my level of checks) shall not incur any liability, or claim for compensation whatsoever under the DPA in respect of any document or information obtained through such enquiries and I acknowledge that all referees are disclosing the above information confidentially. I understand that the results of my screening will be Communicated to my prospective employer who in turn may keep a copy on my personnel file.

I understand and accept that the data processor may contact me and my referees by telephone, email, or post for the purposes set out above. I confirm that my consent is explicit, fully informed and freely given for the purposes of the background verifications stated above.

Signature			Date	
Print Full Name (exactly as it appears on your passport)				
	First Name(s)	Middle Name(s)	Last Name	
Maiden Name or any previous names used				

VERIFICATION FORM
(Please use block capitals and complete in black ink)

Personal Details

Title (Mr/Mrs/Miss)

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Surname

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Previous surname (if applicable)

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Date of name change

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Current Address Including County & Postcode

Resident from DD/MM/YYYY

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Contact Numbers Home \ Mobile

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National Insurance Number

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Forename (s)

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Date and place of birth

Previous address:
If you have been at your current address less than 5 years please provide details of your previous address (es) including postcode.
Use continuation sheet if necessary

Resident from DD/MM/YYYY

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Email Address

Mothers Maiden Name

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Other Information

Have you ever been convicted of any offence in a court of law in the UK or any other country? Do you have any summons pending?
Unspent convictions only
(Subject to 1974 Rehabilitation of Offenders act)

Yes

No

If YES give details of date (s) of offence (s) and sentences passed

I confirm that the information I have provided on this form is true and complete to the best of my knowledge.

Signed

Name

Date

*Please ensure that you have provided a copy of a proof of address issued within the last 6 months AND a copy of one of the following forms of identification: A passport EU Identity card, driving licence including paper counterpart or full birth certificate
A proof of address could be a utility bill issued in your name, a bank statement, a credit card statement or similar)*