

**NON- POLICE PERSONNEL VETTING
PERSONAL INFORMATION QUESTIONNAIRE**

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 confidence. Any infringement of an individual's right to respect of family life (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.

PLEASE COMPLETE IN BLOCK LETTERS IN BLACK INK. All questions to be completed. Where a question is not applicable or the answer is not known, please enter N/A or N/K. **Where there is insufficient space provided please include additional sheets of paper.**

You will be asked to produce original Identity Documents which will be verified and copies taken.

In accordance with the ACPO policy on vetting you must declare any matters of relevance. This includes: any criminal convictions, which you may have, or any involvement with Civil, Military or Transport police. S pent convictions may be taken into account where national security is concerned and, separately, where persons are employed for the purposes of, or to assist the constables of, a police force. You must declare any charge or summons currently outstanding against you. You must also declare if you have been involved in any criminal investigation whether or not this led to a prosecution.

1. COMMUNITY SPEEDWATCH AREA:

2. PERSONAL DETAILS:

Title: _____ Surname: _____ Any other Surname(s) Used: _____

Full Forenames: _____ Date of Birth: _____

Town, County & Country of Birth: _____ Nationality: _____

Current Address: _____

Resident Since: _____ Post Code: _____

Previous addresses to cover last 5 years (include dates of occupancy):

3. SECURITY INFORMATION:

Have you:

Been convicted for any offence in any country or received a Police Caution, Reprimand or Formal Written Warning (you must include motoring convictions, fixed penalties for motoring or disorder offences and any appearances before a court martial), or

Any impending prosecutions, or

Been the subject of any Police Investigation or been associated with criminals?

Are you aware of any other circumstances or characteristics which may affect your suitability for working with Dyfed Powys Police?

YES* / NO

*If you answered YES to any of these questions you must attach details in a sealed envelope.

RESTRICTED (when completed)

DECLARATION (to be completed by the applicant):

I declare that all the information I have given is true and complete to the best of my knowledge and belief and that no relevant information has been withheld.

I understand that:

- Criminal Conviction Checks will be made against myself and my family members and I have informed them of this. I consent to these checks being made.
- I undertake to notify any material changes in the information I have given.
- I understand that any false statement or deliberate omission I have given in this questionnaire may disqualify me from having access to Dyfed Powys Police premises, information held by the Force or carrying out contract work for the Force.
- The Chief Constable retains the right to reject any application without giving reasons.
- The information I have provided may be held on manual filing and computer systems as part of the recruitment process.

SIGNED: _____ DATE: _____

VERIFICATION OF IDENTITY (to be completed by the Department, Organisation or Contractor):

Proof of the applicant's identity is required. They **must** produce a full 10-year current British (or EEA) passport. If they do not hold a passport then they must provide at least **two** of the following:

- British Driving Licence.
- Full Birth Certificate (issued within 6 weeks of birth).
- P45.
- Cheque Book & Bank Card with 3 statements and proof of signature.
- Credit Card with 3 statements and proof of signature.
- Proof of Residence such as Council Tax, Gas, Electric, Water or Landline Telephone Bills.

I certify that I have examined the above-mentioned documents and confirm that they relate to the applicant. **Relevant photocopies are attached.**

NAME: _____ EMPLOYMENT ROLE: _____

SIGNED: _____ DATE: _____

CONTACT TEL NO. _____

TO BE COMPLETED BY AN AUTHORISED OFFICER OF DYFED POWYS POLICE.

I certify that the applicant has applied for a post with Dyfed Powys Police (Post) or is to have access to Police premises in the course of employment.* (Premises)

* Delete as necessary

Signature _____ Date _____

Name in block capitals _____ Dept _____

Contact Tel No. _____

CLEARANCE RESULT: GRANTED / REFUSED

Authorised by: _____ Signed: _____ Date: _____