

Vetting-in-Confidence when completed

Baseline Standard (BS) Verification Record

Please use page 9 for continuation of answers if needed.



Please read the accompanying User Guide Notes in full prior to completing these forms

1. Employee/Applicant Details

Surname / Family name	Barrett		
Other names used/ Birth name	Jolyon Jeffrey		
Forename / First name(s) and Middle names (if applicable)	Joe		
Date of Birth	15/04/1991	Phone number	07706926045
Town/City of Birth	Leuven	Country of Birth	Belgium
National Insurance Number	JH256691D		
Nationality	British		
Dual Nationality	N/A		
Former Nationality	N/A		
Current Address* FROM and TO dates needed :	15/6 Falcon Gardens, Edinburgh, EH10 4AP From: 08/2015 To: 08/2017		

***Please provide addresses to cover the last 5 years on page 9, (including the FROM and TO dates).**

Role Applied For	Graduate On-Board Software Engineer.		
Contract or Permanent role	Permanent	Site Location	Stevenage

2. References

You are required to nominate managerial/academic referees to cover a full five year period as well as personal referees to cover the past three year period. Please nominate two personal referees of a professional standing (e.g. solicitor, civil servant, teacher, bank manager, officer of the armed forces, etc.) who have known you, continuously and for at least the past 3 years. **NOTE: A person to whom you have met via Social Media would not qualify as a referee.**

However you should nominate such a person only where their personal knowledge of you is sufficient to allow them to provide a considered opinion. If you are unable to nominate a referee(s) of professional standing, you should indicate the reason(s) why and provide details of alternative personal acquaintance(s). In any event, you should not nominate persons to whom you are related, or have any financial involvement.

Please provide accurate contact details for each reference. If you are able to supply an e-mail address for your present and previous employers, this will assist us in progressing your application as efficiently as possible. It is also recommended that you supply

telephone numbers for personal referee's that we can contact them on during 9 – 5 Monday to Friday. Therefore mobile and/or work numbers are usually the best. Ensure that you ask your referee to complete reference with more than a YES or NO answer. Your employment history must cover the last 5 years to date and your employment dates must tally.

NOTE – Should your employment involve Known Consignor, your work references for the last 5 year period will be contacted.

Present Employer

Name of Supervisor/Manager	
Job Title	
Company Name	
Email Address	
*HR Point of Contact email address	
Address	
Post Code	
Your Time with Company (Dates)	

Can we contact this reference now? Yes / No

PLEASE NOTE : Gaps in Employment need to be clear and to describe what you have been doing during this period of unemployment .

Previous Employers

Name of Supervisor/Manager	Dr David Mallon
Job Title	Intern
Company Name	Cadence Design Systems
Email Address	mallon@cadence.com
*HR Point of Contact email address	tracya@cadence.com
Address	Cadence Design Systems The Alba Campus Livingston, West Lothian
Post Code	EH54 7HH
Time with Company (Dates)	16/05/2016 – 02/09/2016

Can we contact this reference now? Yes / No

Name of Supervisor/Manager	Gregor Russel
Job Title	Workshop Manager
Company Name	C&G Cycles
Email Address	Unknown, call 0131 229 2777
*HR Point of Contact email address	
Address	25-27 Bruntsfield Place Edinburgh
Post Code	EH10 4HJ
Time with Company (Dates)	01/2014 – 01/2015

Can we contact this reference now? Yes / No

Name of Supervisor/Manager	Rick Minshull
Job Title	Workshop Manager
Company Name	Twelve50 Bikes
Email Address*	rick@twelve50bikes.com
HR Point of Contact email address*	N/A
Address	102 Main Street Frodsham
Post Code	WA6 7AR
Time with Company (Dates)	04/2011 – 06/2012

Can we contact this reference now? Yes / No

*By supplying this information, you are confirming that you are happy for us to contact any relevant HR establishments or persons, as part of the referencing process.

Personal References

You must have known this person for 3 years or more, see them regularly and have seen them recently.

*Note: Professional personnel may charge a fee for completing reference report forms – Airbus Defence and Space Ltd does not pay for those fees.

Name	Brian Davison
Occupation	Lecturer
Nature of Acquaintance	Honours project supervisor
E-Mail Address	b.davison@napier.ac.uk
Full Address	Room C56 Merchiston Campus 10 Colinton Road Edinburgh
Post Code	EH10 5DT
Time Known	3 Years
Day Time Tel	0131 455 2373

Can we contact this reference now? Yes / No

Name	Dr Simon Wells
Occupation	Lecturer
Nature of Acquaintance	Lecturer
E-Mail Address	s.wells@napier.ac.uk
Full Address	Room C37 Merchiston Campus 10 Colinton Road

	Edinburgh
Post Code	EH10 5DT
Time Known	3 Years
Day Time Tel	N/A

Can we contact this reference now? Yes / No

Non UK Residency Abroad

If resident abroad during the last 5 years (not holidays) please state (if employed abroad a Work Reference from the employer must be obtained with dates of employment and attached to the paperwork before submitting, this must be on company headed paper, e-mails are not acceptable):

Address		
Date left UK (if applicable)		
Re-entered UK (if applicable)		
Do you have any relatives who are not British Nationals (please circle the appropriate answer)	Yes / No	
If YES, please state – Relationship and Nationality	Relationship	Nationality

Next of kin Full details required:

Surname Mr/Mrs/Miss/ Ms/ Dr	Barrett Mr	Denaro Ms	Husband/Wife/Other
Surname at Birth (if different)			
Forenames	Richard	Cynthia	
Present Address	20 Waterside View Chester CH1 3EA	2 Level Cottages Level Road Hawarden CH5 3JP	
Relationship	Father	Mother	
Nationality at birth	British	British	
Date and Place of birth	14/03/53	26/02/57	

Academic and Technical Education

Please list details of your education below. If attended in the last 3 years, please include contact details for references to be obtained where required. By supplying this information, you are

confirming that you are happy for us to contact any relevant educational establishments as part of the referencing process.

School / College / University	Edinburgh Napier University
Contact name	Brian Davison
Job Title	Lecturer
Telephone number	0131 455 2373
Email Address	b.davison@napier.ac.uk
Address	Room C56 Merchiston Campus 10 Colinton Road Edinburgh EH10 5DT
Course(s) studied	Beng(hons) Software Engineering
Dates of enrolment / study (mm/yy – mm/yy)	09/2013 – 05/2017
School / College / University	
Contact name	
Job Title	
Telephone number	
Email Address	
Address	
Course(s) studied	
Dates of enrolment / study (mm/yy – mm/yy)	

If you require more space, please use the additional information sheet on page 11.

3. Certification of Identity

In order to verify your identity, we require the following:

- **Full 10 year British Passport (expired Passports are not accepted) or:**
- **For EU or EEA Foreign Nationals, Passport (or Multiple passports) or ID Card(s) must be provided and:**
- **Proof of residence - utility bill from a utility company confirming the arrangement to pay for the services at a fixed address- within date of the last 3 months; (mobile phone bills are not accepted) but you can include a bank statement as sometimes the utility bills are in another co-resident's name.**

*Or a combination of two of the following:

UK NATIONALS and FOREIGN NATIONALS RESIDING IN THE UK	EU OR EEA NATIONALS	NON EU / EEA FOREIGN NATIONALS
A full British Driving Licence (Photo Card)	Driving Licence	Driving Licence
Birth Certificate (long version only, and within 6 weeks of birthdate)	Original Birth Certificate- date of issue must be within 6 weeks of birthdate	Letter or doc issued by the Home Office establishing your immigration status in the UK is required
Adoption Certificate	Proof of residence – utility bill within the last 3 months	A work permit or other approval issued by Work Permits UK or other travel docs endorsed to show that the holder has current leave to enter or remain in the UK
Marriage Certificate / Civil Partnership Certificate	Marriage Certificate	Marriage Certificate
Divorce, dissolution or annulment papers	Note : letters, receipts, orders or catalogue statements are not acceptable forms of ID	Birth Certificate – date of issue must be within 6 weeks of birth-date
Police Registration Document	Note : letters, receipts, orders or	Note : letters, receipts, orders or

	catalogue statements are not acceptable forms of ID	catalogue statements are not acceptable forms of ID
Proof of residence from a financial institution		Proof or residence at given address, such as a bill from a public utility (eg, water, gas, electricity or telephone) – must be issued within the last 3 months
HM Forces ID card		
Local authority tax bill (valid for current year)	LOCAL IN COUNTRY POLICE CHECK IS REQUIRED IF YOU ARE OFFERD THE ROLE	LOCAL IN COUNTRY POLICE CHECK IS REQUIRED IF YOU ARE OFFERD THE ROLE
Your most recent P45		
Current local council rent card or tenancy agreement		
Recent HMRC tax notification		
Building Industry sub-contractors certificate issued by HMRC		
Current firearms certificate		

In the event of not submitting a passport as a form of ID, you must provide 2 forms of ID in which one must be within 6 months and should contain your name and address.

Please select and send original(s)

Type of ID	Reference No from Document	Issue/expiry Date
Passport	210928512	29/09/10 – 29/09/20
Driving Licence		
Birth Certificate		
P45		
Utility Bill		

If other type provided give detail below:

Issued by	Reference No from Document	Issue/expiry Date

Are you sending original documents to Airbus Defence and Space? Yes / No

Is the delivery address for the return of your documents the same as your permanent address above?

If no, Please supply the address you would like your documents returned to:

Name	
Address	

4. Nationality and Immigration Status Form

Note: If you are appointed, documentary evidence will be sought to confirm your answers. Your answers may, additionally, be checked against UK immigration and nationality records.

Please answer the following questions.

Have you ever possessed any other nationality or citizenship?

Yes / No

If yes, please specify

Are you subject to immigration control?

Yes / No

If yes, please specify

Are you legally a resident of the UK?

Yes / No

If no, please specify

Are there any restrictions on your continued residence in the UK?

Yes / No

If yes, please specify

Are there any restrictions on your continued freedom to take up employment in the UK?

Yes / No

If yes, please specify

If applicable, please state your Home Office/Port ref No here

Declaration

I undertake to notify any material changes in the information I have given above to the HR or Security branch concerned.

Signature: Date:

COMPANY ADDRESS FOR NOTIFICATION OF DECISION:

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Important – Data Protection Act 1998

This form contains “personal” data as defined by the Data Protection Act 1998. It has been supplied to the appropriate HR or Security authority exclusively for the purpose of the Baseline Personnel Security Standard. The HR or Security authority must protect the information provided and ensure it is not passed to anyone who is not authorised to see it.

Please use this space for continuation of any of your answers and any further addresses within the last 5 year period.

Address: 1F1 64 Polwarth Gardens Edinburgh EH11 1LL	From : 08/2014	To: 08/2015
	From: 09/2013	To: 08/2014

Address:

2 Gibson Terrace
Edinburgh
EH11 1AR

From: 06/2012

To:09/2013

Address:

Lochedge
7 Maraig
Isle of Harris
HS3 3AG

From: 03/2012

To: 06/2012

Address:

2 Brook Lane
Chester
CH2 2AP

Address:

Victoria House
Bidston
Birkenhead
CH43 7RA

From: 02/2011

To: 03/2012

Any other information:

5. Criminal Record Declaration

Important: Please read these notes before completing these questions

Answer all questions as fully as possible. Where the answer is not known, enter N/K or N/A where an answer is not applicable.

Her Majesty's Government (HMG) Statement

In the interests of national security, safeguarding Parliamentary democracy and maintaining the proper security of the Government's activities, it is the policy of HMG that no one should be employed in connection with work the nature of which is vital to the interests of the State:

- a. who is, or has previously been involved in, or associated with, espionage, terrorism, sabotage, or actions intended to overthrow or undermine Parliamentary democracy by political, industrial or violent means (this includes membership or, or association with, any group which is involved with such activities).
- b. who is susceptible to pressure or improper influence, for example because of current or past conduct; has shown dishonesty or lack of integrity which throws doubt on their reliability; or has demonstrated behaviour, or is subject to circumstances which may otherwise indicate unreliability.

In accordance with this policy, all individuals in post which require them to have access to MOD SECRET information and assets may be subject to a check against the National Collection of Criminal Records. When completing this form, you must declare any criminal convictions that you may have, including those which are "spent". In accordance with the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, and the Rehabilitation of Offenders (Northern Ireland) Order 1978 (Exceptions) Order 1979, spent convictions may also be taken into account where national security is concerned. In Northern Ireland, spent convictions may also be taken into account where the protection of public safety or public order is involved. The relevance of particular criminal offences is a matter for the Department to decide.

YOU MUST THEREFORE DECLARE ALL CONVICTIONS, INCLUDING THOSE WHICH INVOLVED A JUVENILE COURT, WHETHER OR NOT "SPENT" UNDER THE ABOVE ACTS. THERE ARE NO EXCEPTIONS.

You have the option of sealing this declaration in an envelope and forwarding it to us separately.

Is this part being sent separately?

Yes / No

Have you ever been convicted by a Court, including a Juvenile Court, of any offence in any country? (Excluding minor motoring offences)

Yes / No

If you have answered YES, please give details of the offences referred to:

Offence details	Date	Sentence/Fine

Have you ever been convicted by Court Martial or sentenced to dismissal whilst serving in the Armed Forces of the UK or any other Commonwealth or foreign country?

Yes / No

If you have answered YES, please give the following details:

Service (RAF/RN/Army)	
Rank/Service No	
Nature of Offence	
Sentence(s)	

Declaration

I declare that I have read and understand Her Majesty's Government's policy concerning individuals employed in work, the nature of which is vital to the interests of the State, as described on Page 1 of this form. I understand that this form will be submitted for checking against the appropriate records in accordance with that policy.

I declare that the information I have given on this form is 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 Crown contracts.

Full Name		At Birth	
Date of Birth		Other names used	

Signed:.....

Date:.....

FOR OFFICE USE ONLY

HR SIGNATURE

Name	
Signature	
Job Title	
Date	

SECURITY SIGNATURE

Name	
Signature	
Appointment / Post	
Date	

Additional Notes	
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Company name & Address (Company Stamp if applicable)	
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