

**Baseline Personnel Security Standard:
CHECKLIST**

Please return all documents to:

**Mrs. Chris Hornbuckle
Security Vetting Officer
Expleo Engineering UK Limited
Club Street
Bamber Bridge
Preston
PR5 6RN**

Please make sure the following items are enclosed:

		Please check
1.	Identification and Right to Work Status Documentation	<input type="checkbox"/>
2.	Criminal Records Declaration Form	<input type="checkbox"/>
3.	Employee Official Secrets Act 1911-1989	<input type="checkbox"/>
4.	Nationality and Immigration Status Form	<input type="checkbox"/>
5.	Clearance Transfer / Share / Extraction Form	<input type="checkbox"/>
6.	References x 2	<input type="checkbox"/>

Please note: We **must** have the above information before you commence employment (especially if you are to work off-site) otherwise your security clearance cannot be processed and may delay your start date.

Individual's Details			
Full Name:	David Robert Clarke	Title:	Mr
Date of Birth:	28/07/1979		
Home address:	39 Manchester Old Road Bury Greater Manchester BL90TR United Kingdom	Email Address:	d4v1dcl4rk3@outlook.com
		Telephone:	07961482120

Baseline Personnel Security Standard: ID/RIGHT TO WORK STATUS

PROOF OF IDENTITY & RIGHT TO WORK STATUS:

For this we require you to provide us with the following original documents (not photocopies), which will be returned to you.

Any one of the 6 document combinations listed below:

1.	A Passport showing the holder is a British citizen	<input type="checkbox"/>
2.	A passport or national identity card showing the holder is a national of a European Economic Area, or Switzerland (NB: We may require confirmation of EU Settlement Status)	<input type="checkbox"/>
3.	A Registration Certificate, Residence Card, or Document Certifying Permanent Residence issued by the Home Office, to a national of a European Economic Areas country, or Switzerland.	<input type="checkbox"/>
4.	A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is currently allowed to stay in the UK, and is allowed to do the type of work in question, or has no time limit on their stay in the UK (NB: We may request a Share Code be provided)	<input type="checkbox"/>
5.	A current passport endorsed to show that the holder is currently allowed to stay in the UK and is allowed to do the type of work in question or has no time limit on their stay in the UK.	<input type="checkbox"/>
6.	A full birth or adoption certificate issued in the UK, or Channel Islands, which includes the name(s) of at least one of the holder's parents or adoptive parents, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or previous employer, and photographic ID to verify the documents belong to the holder (Driving Licence, passport photo endorsed by a Person of Good Standing*)	<input type="checkbox"/>

Together with:

1.	Proof of residence at current address, such as a bill from one of the public utilities or a Council Tax bill.	<input type="checkbox"/>
----	---	--------------------------

Please note: We **must** have the above information before you commence employment (especially if you are to work off-site) otherwise your security clearance cannot be processed and may delay your start date. You will also be requested to provide this information on your first day, as requested in your Starter Pack.

Verification of Identity (Security / Recruitment use only):			
Documents presented:		Document number:	Issue Date:
a.			
b.			
c.			
d.			
e.			
f.			
I confirm that I have personally examined the documents listed above and satisfactorily established the identity of the named applicant.			
Signature:		Date:	
Full Name:		Position	

**Baseline Personnel Security Standard:
CRIMINAL RECORD DECLARATION****NOTES ON COMPLETION**

1. Please use **BLOCK CAPITALS** in **black ink** or **typescript**, using an additional information page if necessary.
2. 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.

IMPORTANT: PLEASE READ THESE NOTES BEFORE COMPLETING THE FORM

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:

- i. 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 of, or association with, any group which is involved with such activities).
- ii. 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.**

Once completed, you have the option of placing this Form in a sealed envelope which you should sign over the flap and hand to the Security/Personnel Officer for onward transmission to the Ministry of Defence.

Current Surname:	CLARKE
Any Other Surname(s) Used:	
Forename(s):	DAVID ROBERT
Date of Birth:	28/07/1979
Place of Birth:	Marston Green, United Kingdom
Current Nationality: (including any dual nationality)	British
Proof of British Citizenship: (if applicable)	Passport
Proposed Employment:	IT Software Testing

FINAL DESTINATION: DVA, Building 107, Imphal Barracks, Fulford Road, York, YO10 4AU

**Baseline Personnel Security Standard:
CRIMINAL RECORD DECLARATION**Please supply your addresses for the past **six** years:

	Address	From	To
1.	39 Manchester Old Road, Bury, Greater Manchester, BL9 0TR	February 2020	Present
2.	188 Broadwater Rd, West Malling, ME19 6HU	January 2018	February 2020
3.	1 Poundley Close Castle Bromwich, Birmingham, B36 9SZ	April 2014	January 2018

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:

Nature of Offence	Sentence Awarded	Date Sentence Awarded

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 (RN/Army/RAF)	Rank and Serial number	Nature of Offence	Sentence(s) Awarded

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.

Signed

David Clarke

.....

Dated:

17/04/2020

.....

**COMPANY ADDRESS FOR
NOTIFICATION OF DECISION:
EXPLEO ENGINEERING UK
LIMITED
CLUB STREET
BAMBER BRIDGE
PRESTON
PR5 6FN**

**Baseline Personnel Security Standard:
EMPLOYEE OFFICIAL SECRETS ACT 1911-1989**

1. I have been informed that information, documents or other articles protected against disclosure by the provisions of the Official Secrets Act 1989 relating to security or intelligence, defence or international relations will come into my possession as a result of my employment as a Government contractor or employee thereof on terms requiring it to be held in confidence.
2. I understand that, knowing such information, documents or other articles are so protected against disclosure, I may be prosecuted for an offence under the Official Secrets Acts 1911 - 1989 should I disclose without lawful authority any or any part of such information, documents or other articles.

Signed: David Clarke Dated: 17/04/2020

Forename(s): David Robert Surname: Clarke
(block letters)

FURTHER DECLARATION:

- Expleo
1. On termination of my employment by (insert name of employing Company)
I understand that the above declaration continues to apply.

Signed: David Clarke Dated: 17/04/2020

Forename(s): David Robert Surname: Clarke
(block letters)

**EXPLEO ENGINEERING UK LIMITED
CLUB STREET
BAMBER BRIDGE
PRESTON
LANCASHIRE
PR5 6FN**

**Baseline Personnel Security Standard:
NATIONALITY AND IMMIGRATION STATUS FORM**

Please 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.

Full Name:	David Robert Clarke		
Alias(es)/Other name(s) used:			
Date of Birth:	28/07/1979	Male: <input checked="" type="checkbox"/>	Female: <input type="checkbox"/>
Marital Status:	Single		
Current/last known address:	39 Manchester Old Road, Bury, Greater Manchester, BL9 0TR		
Nationality at birth:	British		
Present Nationality (if different):			
Have you ever possessed any other nationality or citizenship?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If YES, please specify: Australian			
Are you subject to immigration control?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If YES, please specify:			
Are you lawfully resident in the UK?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are there any restrictions on your continued residence in the UK?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If YES, please specify:			
Are there any restrictions on your continued freedom to take employment in the UK?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If YES, please specify:			
If applicable, please state your Home Office / Port reference number here:			

Declaration:

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

Signed:

David Clarke

Dated:

17/04/2020

Important: Data Protection Act (1998) / EU General Data Protection Regulation "GDPR" 2018. This form asks you to supply "personal" data as defined by the Data Protection Act 1998. You will be supplying this data to the appropriate HR or Security authority where it will be processed exclusively for the purpose of a check against the UK's immigration and nationality records. The HR or Security authority 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 provide, please contact the person who issued this form for further information.

For official use only:	
Reference:	(Organisation stamp)

**Baseline Personnel Security Standard:
CLEARANCE TRANSFER / SHARE / EXTRACTION FORM**

Individuals Details:			
Full Name:	David Robert Clarke		
Alias(es) / Other names:			
Date of Birth:	28/07/1979	County / State of Birth:	West Midlands
Staff / Service Number: (if applicable)		Current Rank / Grade: (if applicable)	

Nationality Details:		
Nationality at Birth:	British	
Current Nationality (if different):		
Is this Nationality or Citizenship?:	Nationality <input checked="" type="checkbox"/>	Citizenship <input type="checkbox"/>
If you have held any other Nationalities of Citizenship, please provide details below.		
Nationality / Citizenship	Date From	Date To
Australian	2014	Present
If you have resided overseas for more than 6 months in the past 3 years, please provide duration, location and reason below:		
Duration	Location	Reason

Address Information (only complete if transferring clearance):		
Home Address:		
Post Code / Zip:		
Address date from:		Telephone:
Previous addresses (to cover last 6 years):		
Address	Date From	Date To

**Baseline Personnel Security Standard:
CLEARANCE TRANSFER / SHARE / EXTRACTION FORM**

Clearance Information:		
Name of organization who holds your current clearance:		
Full postal address of organization holding clearance (including county & Postcode/Zip):		
Date you left this organization:		
Since you last completed a security clearance form, as there been any relevant change in your personal circumstances e.g.:		
<ul style="list-style-type: none">• Marriage, civil partnership, living with a partnerChange of name• Criminal conviction, arrest or caution• Change to Nationality, new or revoked• Change in financial circumstances, loss or gain• Living with a new co-resident (DV holders only)		
Have you reported the change of personal circumstances to HMG UK Security Vetting (UKSV)?:	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Declaration:	
I declare that the information I have given on this form to be true and complete to the best of my knowledge and belief. I undertake to notify any material changes in the information I have given above to the HR or Security department concerned.	
Signature:	Date:

Security use only:	
Current clearance level held:	
Case ID / Reference number:	
Clearance issue date:	
Clearance expiry date:	
Details verified by:	Date:

Previous addresses (Continuation):		
Address	Date From	Date To

Baseline Personnel Security Standard: REFERENCES

REFERENCES:

A minimum of two types of reference are required, each of which **must** cover at least the last three years, however, if you have worked abroad during the last five years employers' references must also be obtained to cover this period (*originals **not** copies please*), if this is your first employment, we will accept two personal references:

- **Previous Employer(s) Reference**

This should ideally be obtained from your last previous employer(s) but must cover the last three years of your employment. **Where this is not possible because you have been unemployed for any reason, or the previous employer is no longer in business or declines to provide a reference on ground of company policy, a second personal reference (see below) must be obtained.**

- **Personal Reference**

This must be sought from a personal referee nominated by the candidate. Ideally, such a referee should be of professional standing, e.g., a solicitor, civil servant, teacher, accountant, bank manager or doctor. However, only nominate such a person when their personal knowledge of them is likely to be sufficient to allow them to provide a considered reference. Where you are unable to nominate such a person, then reference should be obtained from personal acquaintances that are not related to or involved in any financial arrangements with yourself.

(Please see end of this pack for Reference forms)

Reference Form

SUBJECT: MR/MRS

1. How long did the subject work for you (if applicable) and in what capacity?

From:

To:

Capacity (i.e. appointment/post):

2. Are you related to the subject? If so, please state your relationship:

3. Over what period have you known the subject?

From:

To:

4. Please state the nature and depth of your acquaintance:

5. Do you believe the subject to be strictly honest, conscientious and discreet?

6. Do you know of any factor concerning the subject which might cause his/her fitness for employment on sensitive work to be questioned? If so, please give details. (Among the factors which are relevant are significant financial difficulties, abuse of alcohol or drugs, an extravagant mode of living or signs of mental or physical illness which may impair judgement or reliability).

The above answers are correct to the best of my knowledge and belief.

NAME:

SIGNATURE:

CONTACT ADDRESS:

TELEPHONE NUMBER:

Company Stamp (if applicable)

Reference Form

SUBJECT: MR/MRS

7. How long did the subject work for you (if applicable) and in what capacity?

From:

To:

Capacity (i.e. appointment/post):

8. Are you related to the subject? If so, please state your relationship:

9. Over what period have you known the subject?

From:

To:

10. Please state the nature and depth of your acquaintance:

11. Do you believe the subject to be strictly honest, conscientious and discreet?

12. Do you know of any factor concerning the subject which might cause his/her fitness for employment on sensitive work to be questioned? If so, please give details. (Among the factors which are relevant are significant financial difficulties, abuse of alcohol or drugs, an extravagant mode of living or signs of mental or physical illness which may impair judgement or reliability).

The above answers are correct to the best of my knowledge and belief.

NAME:

SIGNATURE:

CONTACT ADDRESS:

TELEPHONE NUMBER:

Company Stamp (if applicable)