



**Baseline Standard Verification Record (BSVR)
(MEMBERS)**

LG No	
Y No	

(CGI Use only)

1. Personal Details(Applicant to enter details as they appear on produced identification documentation.)

Surname ...Riddick..... Forename(s)Stewart Hugh.....

Home Address ...20 Oakbank Crescent.....

.....Perth, PH1 1DD.....

How long have you lived at the above address: More than 1 year ☒ Less than 1 year ☐

Contact Telephone Number 07966 785023.. Contact e-mail address...stewart@riddick.scot.....
(Without this information your BS application will not be processed).

Date of Birth19/01/1964..... Place of BirthPaisley.....

NationalityUK..... Former/Dual NationalityN/A.....
(With dates if applicable) (Delete as necessary)

1.1 Existing CGI Members Only

Staff Number: Unit Number: Division: Employed: Years: Months.

2. Identification Documents to be submitted with this application: Recruitment Co-ordinator, People or Project Manager must examine produced ID, photocopy and endorse each copy taken as follows:

"I hereby certify that this is a true copy of the original document".

Each copy made must carry the signature, printed name and position held by the checker as well as the date the check took place. Copies must be submitted with this application and/or be uploaded to Njoyn. (See Application Guideline: Proof of ID.)

ID produced (tick relevant boxes)	ID Serial Number & Date of Issue
- UK Passport	527067535 (21/03/15)
- EU Passport	
- Other Passport	
- National ID Card	
- Birth Certificate	

ID produced (tick relevant boxes)	ID Serial Number & Date of Issue
- Driving Licence	RIDD16011945H9WA (30/06/87)
- EU Driving Licence	
- Bank Credit Card Statement	5521 8810 0436 9643 (23/11/16)
- Council Tax Statement	
- Utility Statement	

3. Other Screening Information: This can include: verification of employment history covering the past 3 years; verification of nationality and immigration status; unspent criminal record declaration and independent verification via Disclosure Scotland; academic certificates seen; additional checks carried out etc.)

4. Certification

This section **must** be completed by a CGI Interviewer, Recruitment Co-ordinator, People or Project Manager or the BS application will be rejected.

I certify that in accordance with the requirements of the Baseline Personnel Security Standard:

I have personally examined the attached documents listed at 2 above and have satisfactorily established the identity of the above named employee/applicant* ("Delete as necessary")

Name: Staff No:

Position held:

Signature:

Date:



APPROVAL FOR ACCESS

(Sections 2, 3 & 4 to be completed by the CGI Security Controller)

1. Personal Details (Applicant to enter details as they appear on produced identification documentation.)

Surname RIDDICK Forename(s) STEWART HUGH
Staff Number (if issued): ID Number:

2. Criminal Record Check (delete whichever of the following are not appropriate):

The subject of this Verification Record submitted:

- a. an unsealed declaration of consent which admitted no criminal record
- b. an unsealed declaration of consent which admitted a criminal record
- c. not applicable as the subject has also applied for an SC clearance

If (b) applies CGI's Senior Vetting Officer will note the declaration before submitting the application to The Security Watchdog to allow criminality checks to be undertaken. Once the checks have been completed, any anomalies, e.g. any undisclosed convictions, will be highlighted to The Security Controller/ Senior Vetting Officer for a decision to approve or not approve The Baseline Standard.

3. BSVR ☐ A&I ☐ ID ☐ OSA ☐ DS ☐ UTILITY BILL ☐ REFERENCES ☐

NEW STARTER ☐ GRAD RECRUIT ☐ MEMBER ☐

CRC (VOLT) - NTR ☐ CRC (VOLT) - OBSERVATIONS ☐ (See 4. Notes)

I know of no other information which casts doubt on the suitability of the applicant to have access to classified material.

From the above I am / am not* satisfied that the above named employee/applicant is a fit and proper person to be allowed unescorted access to Government assets marked up to OFFICIAL-SENSITIVE or controlled, escorted and supervised access to SECRET material.

Access Approved / Access not approved*

(*Delete as necessary)

Name: STEWART HUGH RIDDICK

Signature: Date:

4. Notes:

Company Name and Address:

CGIIT (UK) Limited
The Security Office, Chaucer House (CH/1)
The Office Park, Springfield Drive
Leatherhead,
SURREY,
KT22 7LP

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 that it is not passed to anyone who is not authorised to see it.

DECLARATION OF CONSENT (MEMBER)

I understand and agree that any offer and commencement of employment is conditional to providing references to the satisfaction of CGI.

I confirm that the information I provide on the Candidate Verification Form will be true and complete to the best of my knowledge.

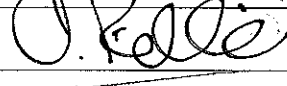
I understand that the role I am applying for will require pre-employment screening to the level of check as indicated below.

Checks to be carried out
Basic Criminality Disclosure via Disclosure Scotland (unspent convictions only)

I hereby authorise The Security Watchdog Screening Bureau, an independent agent acting on behalf of CGI, to verify information presented on my Candidate Verification Form, which may include sensitive personal data for the purposes of the Data Protection Act 1998 and the obtaining of documents and/or information covered by the European Directive 95/46 and/or by applicable domestic data protection legislation.

I authorise The Security Watchdog Screening Bureau to perform Basic Disclosure checks through Disclosure Scotland. I therefore give permission for Disclosure Scotland to forward the Disclosure Certificate to The Security Watchdog, Cross and Pillory House, Cross and Pillory Lane, Alton, Hampshire, GU34 1HL and also give permission for it to be opened upon receipt.

I confirm that my consent is explicit, fully informed and freely given for the purposes of the Act.

Signed	
Name	STEWART RIDDICK
Date	15/12/16

Please ensure that you have provided CGI with endorsed copies of a proof of address*issued within the last 6 months and one of the following forms of identification**:

(* A proof of address could be a utility bill issued in your name, a bank statement, a credit card statement or similar documentation.)

(** A proof of identification is either a Passport, Birth Certificate or a Driving Licence)

FAQ: What is the Rehabilitation of Offenders Act?

This Act is aimed to help people who have been convicted of a criminal offence and who have not re-offended since. Anyone who has been convicted of a criminal offence, and received a sentence of not more than 2.5 years in prison, benefits as a result of the Act, if he or she is not convicted again during a specified period otherwise known as the 'rehabilitation period'. The length of this period depends on the sentence given for the original offence and runs from the date of the conviction. If the person does not re-offend during this rehabilitation period, they become a 'rehabilitated person', and their conviction becomes 'spent'. Once a conviction is 'spent', the convicted person does not have to reveal it or admit its existence in most circumstances.



THE OFFICIAL SECRETS ACT 1989 (c.6)

DECLARATION

I have been informed that information, documents and other articles protected against disclosure by the provisions of the Official Secrets Act 1989 (c.6) relating to security or intelligence, defence or international relations, may come into my possession as a result of my employment by CGI IT UK Ltd as an employee thereof on terms requiring it to be held in confidence.

Details of the Official Secrets Act 1989 (c.6) can be found at:

http://www.hms0.gov.uk/acts/acts1989/Ukpga_19890006_en_1.htm#end

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 Act 1989 (c.6) should I disclose without lawful authority any or any part of such information, documents or other articles.

Surname: RIDDICK

Forenames: STEWART HUGH

Staff Number:

Signed: J. Riddick

Date: 15/12/16

Applicant to complete Section 2 declaration prior to leaving CGI or at the end of a contractual assignment

On termination of my employment with CGI, I understand the declaration made above continues to apply and that the requirements of the Act remain in force and applicable to me.

Signed:

Surname:

Forenames:

Date:

CANDIDATE VERIFICATION FORM (MEMBER)

(Please use block capitals and complete in black ink)

Personal Details:			
Title (Mr/Mrs/Miss etc.)	MR	National Insurance Number	NB 453402B
Surname	RIDDICK	Forename(s)	STEWART HUGH
Previous surname (if applicable)	—	Date of Birth	19/01/1964
Date surname changed	—	Town of Birth	PAISLEY
Current Nationality	UK	Nationality at Birth	UK
Former/Dual Nationality (Delete as appropriate)	—		
Current Address (including postcode)	20 OARBANK CRESCENT PERTH PH1 1DD If you have been at your current address less than 5 years please provide details of your previous address(es). (Use continuation sheet if necessary.)		
Resident from DD/MM/YY	FEB 2005	Resident from DD/MM/YY	—
Have you been resident at your current address for more than 12 months?	Yes	<input checked="" type="checkbox"/>	Contact phone number
	No	<input type="checkbox"/>	07966 785023
		Email address	STEWART@RIDDICK-SCOT
Mother's Maiden Name (Mother's surname at birth, before marriage)		STEWART	

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, please give details of date(s) of offence(s) and sentences passed (If you are unsure, please refer to the Citizens Advice Bureau, your solicitor, or the Government's guidance https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974)	18/11/16 1000000			
Do you have any proceedings pending against you that could result in a conviction?	Yes	NO	No	✓
If Yes, please give details of proceedings/offence(s):	15/12/16 1000000			

Declaration:

I confirm that the information I have provided on this form is true and complete to the best of my knowledge.	
Signed	P. Riddick
Name	STEWART RIDDICK
Date	15/12/16

FAQ: What is the Rehabilitation of Offenders Act?

This Act is aimed to help people who have been convicted of a criminal offence and who have not re-offended since. Anyone who has been convicted of a criminal offence, and received a sentence of not more than 2.5 years in prison, benefits as a result of the Act, if he or she is not convicted again during a specified period otherwise known as the 'rehabilitation period'. The length of this period depends on the sentence given for the original offence and runs from the date of the conviction. If the person does not re-offend during this rehabilitation period, they become a 'rehabilitated person', and their conviction becomes 'spent'. Once a conviction is 'spent', the convicted person does not have to reveal it or admit its existence in most circumstances.



Security Clearance Transfer Form Applicant Instructions

Please **complete all sections** of the form then print it out, sign the hard copy and return same to the CGI Security Office.

All sections are mandatory

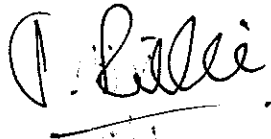
1. Your full name:	STEWART HUGH RIDDICK
2. Your date of birth:	19 / 01 / 1964
3. Name, full address and telephone number of the security contact at <u>your current employer</u> :	N/A
4. Your current level of clearance:	N/A
5. Have you resided overseas for more than 6 months:	No
6. Since you last completed a security clearance application form has there been any relevant change to your personal circumstances e.g. Marriage*etc., If Yes has this been reported via a change of personal Circumstances Form (NSV004)?	N/A
7. Date of leaving the company where your clearance was required:	N/A
8. The organisation / agency which <u>holds your current clearance</u> :	N/A
9. Taking into account notice periods, holidays etc, what is your likely start date with CGI? <i>(This date is, at this stage, indicative only for our planning purposes. Your actual start date will be confirmed with you once clearance has been completed).</i>	23 / 11 / 2017
10. Are there any other factors we should be aware of as we initiate the transfer of your clearance?	No

Notes:

*Civil Partnership, divorce, cohabitation or change of co residents

1. The transfer of clearance will not occur if any one of the following is met:
 - a. The clearance has less than 5 years remaining
 - b. More than one year has elapsed since leaving one company/organisation/service and applying for the transfer.
2. Please print out and sign this form; unsigned or incomplete forms will be returned
3. When fully completed, insert the form complete with the required supporting documentation for your BS clearance, and send to the security office or email to the recruitment team at recruitment.uk@cgi.com

Signed:



Date:

15/12/16

(All information provided to CGI as part of the security clearance transfer process will be held on secure servers with access granted to only authorised CGI Security or HR personnel involved in the transfer process. Once your clearance has been transferred into CGI, the information provided will be maintained on your 'P file' for the duration of your employment with CGI. On leaving CGI, all material pertaining to your security clearance will be securely destroyed after 12 months if not transferred to another List X organisation.)