



**Employment Screening.**

**REFERENCE NUMBER:**

The position for which you are being considered is also subject to a Disclosure and National Security clearance. This is in addition to the Diagrama screening, which verifies the information you give on this form. You are advised to think very carefully when completing this form, whether there is any reason you maybe disqualified for the position. Under the Disclosures procedures, you are required to declare all previous criminal convictions (including traffic convictions) as your application will be subject, among other things, to a check on any convictions. The reason for this is that normally the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 apply to applicants for employment. However, engagement on this particular contract is exempt. You must therefore reveal any information you may have concerning convictions, which would otherwise be considered as "spent" in relation to this application and which may be relevant to your suitability. As part of the Diagrama screening, references will be taken up from all the previous employers you have declared to us and any others which may come to light during the screening process, as well as personal referees.

**PLEASE COMPLETE THE FORM IN BLOCK CAPITALS**

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<b>PART 1 - PERSONAL INFORMATION</b>				
Position Applied For:				
Surname:		First Name:		
Surname at birth:		Other Names Used (with dates):		
Current Address:    Postcode: Date From:		Previous Addresses (past 5 years):	From (mm/yy):	To (mm/yy):
Daytime Telephone Number:		Email:		
Mobile:		Date of Birth:		
Place of Birth:		Are you legally entitled to work in the UK?	<b>YES</b>	<b>NO</b>
National Insurance Number:		If not born in the UK give date and port of entry:		
Date of Marriage:		Number of Children and Ages:		
Do you hold a current driving license:			<b>YES</b>	<b>NO</b>
Date Driving Test Passed:		Type and Class:		
Are you a member of the Special Constabulary?			<b>YES</b>	<b>NO</b>

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<b>PART 2 - BACKGROUND INFORMATION</b>			
1	Have you ever been convicted of an offence?	<b>Y</b>	<b>N</b>
2	have you ever been convicted of a civil matter?	<b>Y</b>	<b>N</b>
3	have you ever been convicted of a military matter?	<b>Y</b>	<b>N</b>
4	Have you ever been charged with any offense?	<b>Y</b>	<b>N</b>
5	have you ever received a fixed penalty ticket for a public order offence or offences of drunkenness?	<b>Y</b>	<b>N</b>
6	have you ever been cautioned, put on probation, bound over to keep the peace or given a conditional or absolute discharge?	<b>Y</b>	<b>N</b>
7	have you ever been convicted of any traffic offences including points or endorsements on your license?	<b>Y</b>	<b>N</b>
8	have you any alleged offenses outstanding?	<b>Y</b>	<b>N</b>
9	has any member of your family, or partner or a near relative been convicted of any civil or criminal offence	<b>Y</b>	<b>N</b>
10	Has a child of yours at any time been the subject of a care order?	<b>Y</b>	<b>N</b>
11	Has an order been made at any time for the purpose of removing a child from your care or preventing a child living with you?	<b>Y</b>	<b>N</b>
12	Have you ever been concerned with a voluntary or registered home, which has been removed from the register?	<b>Y</b>	<b>N</b>
13	Has an application made by you for registration of a voluntary or registered home ever been refused?	<b>Y</b>	<b>N</b>
14	Have you ever been prohibited from being a private foster parent?	<b>Y</b>	<b>N</b>
15	Have you ever been refused registration to be a child-minder or provider of day care, or had your registration as either of these cancelled?	<b>Y</b>	<b>N</b>
16	Have you ever been registered with any professional body relevant to Social Care (ie NISCC, CSSIW, GSCC or HCPC? If so please provide details?	<b>Y</b>	<b>N</b>
17	Have you ever been declared bankrupt?	<b>Y</b>	<b>N</b>
18	Have you ever been the subject to an Attachment of Earnings Order?	<b>Y</b>	<b>N</b>
19	Have you ever received a County Court Judgement?	<b>Y</b>	<b>N</b>



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20	Are you, or any of your family a member of a racial or extreme political association?	<b>Y</b>	<b>N</b>
If "yes" to any of the above please give details:			

Answering yes to any of the questions set out below will not automatically be a bar to employment.

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<b>PART 3 - PERSONAL REFERENCES</b>		
Please give details of 3 people, other than your family, who have known you for for a minimum of 3 years. These must not be former employees or from the authorities of former schools and colleges.		
Name:	Name:	Name:
Address:	Address:	Address:
Postcode:	Postcode:	Postcode:
Daytime no:	Daytime no:	Daytime no:
Email:	Email:	Email:
Mobile:	Mobile:	Mobile:
Occupation:	Occupation:	Occupation:
Capacity known:	Capacity known:	Capacity known:
How long known:	How long known:	How long known:

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For periods of self employment please give details of your accountant, book keeper or solicitor. If you did not use the services of an accountant or book keeper please provide self assessment income tax forms.

<b>PART 4 - SELF EMPLOYMENT</b>	
Name:	Name:
Address:	Address:
Postcode:	Postcode:
Daytime no:	Daytime no:
Email:	Email:
Mobile:	Mobile:
Occupation:	Occupation:
Capacity known:	Capacity known:
How long known:	How long known:



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**PART 5 - READ CAREFULLY BEFORE YOU SIGN THIS STATEMENT**

If successful in obtaining employment with Diagrama the information contained in this document will be used in the employment screening process. your continued employment will be conditional upon satisfactory screening and medical examination as determined by Diagrama. This document will be retained in conjunction with your personal file. Whilst Diagrama policy is to destroy personal files ten years after an employee's leaving date, vetting information will normally be destroyed six months from the date of approval or rejection of employment.

If you are unsuccessful in your application the information you have provided will normally be retained for 6 months at which point it will be destroyed.

References will be taken up with previous employers listed except, for your present employer with whom references will be taken up only after an offer of employment has been accepted.

To assist with these enquiries you will be requested to produce original of your birth certificate, marriage certificate, driving license, passport, discharge papers/certificates from the Armed Forces as well as one proof of address such as a recent utility bill.

**I certify that to the best of my knowledge, the information i have given is complete and accurate and i understand that misrepresentation of facts is grounds for immediate dismissal and renders me liable for prosecution.**

**I authorise Diagrama to approach any identified persons to verify the information given.**

**I acknowledge that Diagrama will process data about me and retain it in the manner described above and i consent to this process.**

Signature:

Date: