



Azte Identity Verification Form

Vetting Register Ref Nos (For official use only)

Reference No:.....Dated:.....

Clock No:.....

JOB TITLE

NAME OF COMPANY

ADDRESS OF COMPANY

.....

CONTACT TELEPHONE NUMBER

		Addresses required for past 5 years. Continue over leaf if necessary.
SURNAME:		PRESENT ADDRESS: From (Date)
FORENAME(S):		
MAIDEN NAME:		
DATE OF BIRTH:	PLACE OF BIRTH:	
NATIONALITY: (With dates if applicable)		
ETHNIC ORIGIN:		Post Code:
NATIONAL INS No:		Home Tel No:
MARITAL STATUS:		Mobile Tel No:

The following documents must be produced to prove identity and address.

- **Passport / Full British Driving Licence**
- **A Utility Bill** (Water, gas, electricity, telephone or Community Charge for the address shown above)

Both documents must be original. They will be copied and returned as soon as possible



Azte Identity Verification Form

CERTIFICATION OF IDENTITY (For official use only)

DOCUMENT		DATE OF ISSUE	
(a)			
(b)			

I certify that I have personally examined the documents listed at 2. Above and have satisfactorily established the identity of the above named employee/applicant.

NAME:	POSITION: Security Associate
SIGNATURE:	DATE:



Nomination of Referees Form

All applicants need to supply both employment references and personal references as follows.

Applicant's full name:
Address:
Post Code:

Employment References

Referees are required in respect of all periods of employment over **the last three years**. Details of schools or other academic institutes attended should be included. If you have been unemployed for a period exceeding six months during the last three years please provide a second personal reference. Your current employer will not be contacted prior to your acceptance of a conditional offer of employment unless you have given us your specific approval to do so.

Please give **daytime** telephone contact numbers. **MOBILE NUMBERS ARE NOT ACCEPTABLE.**

Relatives or partners **cannot be used as either employment or personal referees.**

	Name & Full Address of employer or Academic Institute	Contact Name or Department (Including Telephone Number)	Employment Period From - To
1			
2			
3			
4			

I authorise Azte Ltd to contact my current employer to seek references.

Signed:

Date:



Nomination of Referees Form

Personal References

You should nominate one personal referee who ideally should have known you for **at least three years** and who is a person of professional standing – for example a civil servant, accountant, bank manager, teacher or commissioned officer. A second personal referee should be nominated if you are unable to provide employment references. You must obtain the permission of personal referees before nominating them.

	Name & Full Address of Referee (Include Full Daytime Telephone Number)	Relationship & Occupation	Time Known
1			
2			



Criminal Record Declaration

Azte Ltd may have Government contracts, some or all of which require it to hold material or information which is the property of the Government. The company has a duty to protect these assets while in its possession as well as protecting the interests & assets of the company, partners and customers. This obligation extends to its employees and agents. Since you are or may become such a person please complete the following sections.

Surname

Full forenames

Full permanent address

Date of birth

1. Are you a Foreign National to the UK or hold Dual Nationality? **Yes/No***
2. Have you ever been convicted or found guilty by a Court of any offence in any country (excluding parking but including all motoring offences even where a spot fine has been administered by the police) or have you ever been put on probation or absolutely/conditionally discharged or bound over after being charged with any offence or is there any action pending against you? You need not declare convictions which are "spent" under the Rehabilitation of Offenders Act (1974).

Yes/No*

If Yes please give details here

3. Have you ever been convicted by a Court Martial or sentenced to detention or dismissal whilst serving in the Armed Forces of the UK or any Commonwealth or foreign country? You need not declare convictions which are "spent" under the Rehabilitation of Offenders Act (1974).

Yes/No*

If Yes please give details here



Criminal Record Declaration

4. Do you know of any other matter in your background which might cause your reliability or suitability to have access to government or company / customer assets to be called into question?

Yes/No*

If Yes please give details here

I declare that the information I have given above is true and complete to the best of my knowledge and belief. I understand that any false information or omission in the information I have given above may disqualify me for employment especially in connection with Government contracts.

Your signature

Date

The information you have given above will be treated in strict confidence. You do not need to show the completed form to any other representative of the company than the Security Manager / designated security associate. If you wish you may place the completed form in a sealed envelope, sign your name across the flap and return it to the company. The company will then forward it to the Security Manager / designated security associate concerned unopened.

**delete whichever is not appropriate*



Criminal Record Declaration

Rehabilitation of Offenders Act 1974 - Rehabilitation Periods

This list of rehabilitation periods has been prepared to some extent by paraphrasing and adapting the provisions of the Rehabilitation of Offenders Act 1974. Should there be any doubts about the effect of a particular sentence or doubt as to whether a conviction is spent, particularly as minor changes may have been introduced by later legislation (e.g. Criminal Justice Acts), reference should be made to the precise text of the Act of 1974 (and Order made there under in 1975) or, if appropriate, the Rehabilitation of Offenders (Northern Ireland) Order 1978 and the Statutory Rules of Northern Ireland 1979.

Abbreviations

CJ(S)A	Criminal Justice (Scotland) Act
C&YPA	Children and Young Persons Act
C&YP(S)A	Children and Young Persons (Scotland) Act
MHA	Mental Health Act
MH(S)A	Mental Health (Scotland) Act
SW(S)A	Social Work (Scotland) Act

Life Imprisonment. Imprisonment or corrective training exceeding 30 months. Preventive detention. Detention during HM pleasure or for life or for a term exceeding 30 months under s53 C&YPA 1933 or s57 C&YP(S)A 1937 (young offenders convicted of grave crimes).	Not subject to rehabilitation at any time.
Imprisonment or corrective training exceeding 6 months but not exceeding 30 months. Cashiering, discharge with ignominy or dismissal with disgrace from HM Service.	10 years. *
Borstal training.	7 years.
Imprisonment not exceeding 6 months. Dismissal from HM Service.	7 years. *



Criminal Record Declaration

<p>Detention in Service disciplinary proceedings.</p> <p>Detention exceeding 6 months but not exceeding 30 months under s53 C&YPA 1933 or s57 C&YP(S)A 1937.</p>	<p>5 years.</p>
<p>A fine.</p>	<p>5 years. *</p>
<p>Detention not exceeding 6 months under s53 C&YPA 1933 or s57 C&YP(S)A 1937.</p> <p>Detention in a detention centre under s4 CJA 1961 or s7 CJ(S)A 1963.</p>	<p>3 years.</p>
<p>Discharge by children's hearing under s43(2) SW(S)A 1968.</p> <p>Absolute discharge.</p>	<p>6 months.</p>
<p>Hospital order under Part V MHA 1959 or Part V MH(S)A 1960 (with or without an order restricting discharge).</p>	<p>5 years, or 2 years after end of effective period of order, whichever later.</p>
<p>Custody in remand home under s54 C&YPA 1933.</p> <p>Approved school order under s57 C&YPA 1933.</p> <p>Attendance centre order under s19 CJA 1948.</p>	<p>1 year after end of effective period of order.</p>
<p>Conditional discharge, bound over to keep the peace or to be of good behaviour, probation.</p> <p>Care of a fit person under s57 C&YPA 1933 or s61 C&YP(S)A 1937.</p> <p>Supervision under any provision of C&YPA 1933 or C&YPA 1963.</p> <p>Custody in a remand home, detention in a place chosen by local authority or Commitment to Residential Training, all under s58 or s58A C&YPA 1937.</p> <p>Approved school order under s61 C&YP(S)A 1937.</p> <p>Supervision requirement under any provision of SW(S)A 1968.</p>	<p>1 year or end of effective period of order, whichever later.</p>




Criminal Record Declaration

Disqualification, disability, prohibition or other penalty (of like nature).	End of effective period of disqualification, disability, prohibition or penalty.
Any other sentence not appearing elsewhere in this list, and subject to rehabilitation.	5 years. *

Notes

- All rehabilitation periods marked with an asterisk (*) are reduced by half where the offender was under 18 years of age at the date of conviction.
- The rehabilitation periods are calculated from the date of conviction, not from the date of the offence or (unless it is the same as the date of conviction) the date of sentence.
- "Imprisonment" includes detention in a young offenders' institution in Scotland and penal servitude.

	<h1 style="text-align: center;">Azte Ltd</h1>	
Procedure title: Brief Guide to Basic Security Check Requirements	Function/Project title: Facilities / Security	
Owned by: Security Manager		Issue: 001

Applies to all Azte Ltd Personnel, Contractors and Subcontractors

1. The candidate must produce details of two referees. One should be his/her previous employer and the second a civil servant, teacher, policeman, judge, solicitor or similar who has known the subject for the last three years.

If a reference from a previous employer cannot be obtained because the candidate has been unemployed, then another personal reference should be obtained. This may be from an acquaintance, who has known the subject for three or more years, is not related to him/her and who has not entered into any financial agreement with the candidate.

2. The candidate must also produce proof of identity and address in the form of one of the following options:

A valid 10 year passport + a household bill

or

British Driving Licence + a household bill

or

ORIGINAL Birth Certificate + a household bill

or

Form P45 + a household bill

ALL DOCUMENTS MUST BE ORIGINAL

(They will be copied and returned to you as soon as possible.)

A household bill may be for water, gas, electricity, telephone or Community Charge. The document must show the candidate's current address.

In some cases, particularly where young people are concerned, it may not be possible to fulfil these requirements. In these circumstances the candidate should obtain a short statement, certifying their identity, from a person of some standing in the community for example a JP, medical practitioner, clergyman, teacher, lecturer, lawyer, bank manager or civil servant who has known them for a minimum of three years. A passport-sized photograph of the candidate endorsed on the rear by the same person should accompany the statement.

3. Candidates will also be asked to make a self-declaration of their criminal convictions, which can be placed in a sealed envelope if they so wish.
4. Forms can be obtained from the Azte Ltd.