



## ***SOUTH WALES POLICE***

### **Personal Information    NPPV2**

**Read the following instructions carefully.**

- The information required in this questionnaire is to allow the Chief Constable to fulfil a statutory obligation to run an efficient and effective Police Force. To meet this obligation we must provide for the safety of our staff, and ensure that those who have access to Force information are trustworthy and unlikely to breach confidences. **Any infringement of an individual's right to respect of family life European Convention on Human Rights - ECHR Article 8, and discrimination ECHR Article 14, will only be that which is necessary and proportionate. The legitimate aims of such action will include the protection of the rights and freedoms of others, safeguarding public safety, the prevention of disorder and crime and, in some cases, national security.**
- The information you provide in this questionnaire will be treated in the strictest confidence. It is in your interest to make a full and frank disclosure, since withholding any relevant information may result in delays or rejection of your application.
- If you or your spouse/partner have resided at any other address(es) within the last 5 years, please enter the details.
- You must inform your spouse/partner that his/her details have been submitted as part of the vetting process.
- Please complete the questionnaire in **BLACK INK** using **BLOCK LETTERS**. Check that you have completed **ALL** the questions that are applicable. Should you require extra space to answer questions, please include on a separate sheet of paper.
- All the details you provide will be checked and cross referenced, so please ensure you complete each section comprehensively.
- Any questionnaire that is incomplete or not easily legible will cause delay in your application.

**Have you ever volunteered for, or been employed by, a Police Force, or volunteered for, or been employed by an agency to work within a Police Force?**

Yes    No    (Please Tick and if Yes please provide details)

Police Force	Work/Staff Number	Dates

**Have you ever been unsuccessful in any application to volunteer for, or to be employed by, a Police Force or by an agency to work within a Police Force?**

Yes    No    (Please Tick and if Yes please provide details)

Police Force	Position Applied For	Dates

Your Details		Your Spouse/Civil Partner/Partner (Delete as Appropriate)	
Surname (now)	Title (Mr/Mrs/Ms/Miss/etc)	Surname (now)	Title (Mr/Mrs/Ms/Miss/etc)
Full Forename(s) (now)		Full Forename(s) (now)	
Surname (at birth)		Surname (at birth)	
Previous Names Used (Forenames or Surnames)		Previous Names Used (Forenames or Surnames)	
Date of Birth		Date of Birth	
Town, County and Country of Birth		Town, County and Country of Birth	
National Insurance Number			
Current Address (Including Postcode)		Current Address (Including Postcode)	
Date Commenced Residency at Above Address (MM/YYYY)		Date Commenced Residency at Above Address (MM/YYYY)	
Home Telephone Number			
Mobile Telephone Number			
Email Address			
Have you resided outside the UK for more than 12 months? (If Yes provide details below)			
<b>Yes No</b> (Please Tick)		<b>Yes No</b> (Please Tick)	
Have <b>you</b> resided at any other address <b>within the past 5 years?</b> (If Yes provide <b>all</b> the addresses below, including postcode, <b>to cover the past 5 years</b> ) Use separate sheet of paper if required.		Has <b>your Spouse/Partner/Civil Partner</b> resided at any other address <b>within the past 5 years?</b> (If Yes provide <b>all</b> the addresses below including postcode, <b>to cover the past 5 years</b> ) Use separate sheet of paper if required.	
1)		1)	
Date From (MM/YYYY) to		Date From (MM/YYYY) to	
2)		2)	
Date From (MM/YYYY) to		Date From (MM/YYYY) to	

Any Other Person Resident at your Current Address ONLY STATE IF OVER 10 YEARS OF AGE			
Full Name	Date of Birth	Place of Birth	Current Address (Including Postcode)
Full Name at Birth			
Other Previous Names			
Any Other Person Resident at your Current Address ONLY STATE IF OVER 10 YEARS OF AGE			
Full Name	Date of Birth	Place of Birth	Current Address (Including Postcode)
Full Name at Birth			
Other Previous Names			
Any Other Person Resident at your Current Address ONLY STATE IF OVER 10 YEARS OF AGE			
Full Name	Date of Birth	Place of Birth	Current Address (Including Postcode)
Full Name at Birth			
Other Previous Names			
Any Other Person Resident at your Current Address ONLY STATE IF OVER 10 YEARS OF AGE			
Full Name	Date of Birth	Place of Birth	Current Address (Including Postcode)
Full Name at Birth			
Other Previous Names			
Any Other Person Resident at your Current Address ONLY STATE IF OVER 10 YEARS OF AGE			
Full Name	Date of Birth	Place of Birth	Current Address (Including Postcode)
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Other Previous Names			
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Full Name	Date of Birth	Place of Birth	Current Address (Including Postcode)
Full Name at Birth			
Other Previous Names			
Any Other Person Resident at your Current Address ONLY STATE IF OVER 10 YEARS OF AGE			
Full Name	Date of Birth	Place of Birth	Current Address (Including Postcode)
Full Name at Birth			
Other Previous Names			
Any Other Person Resident at your Current Address ONLY STATE IF OVER 10 YEARS OF AGE			
Full Name	Date of Birth	Place of Birth	Current Address (Including Postcode)
Full Name at Birth			
Other Previous Names			

Proof of your identity is required. Unless you have previously done so, please produce your passport plus one other form of identity (e.g. Birth certificate, driving licence, P45, or cheque book), to your line manager/interview panel for verification. If you do not hold a passport, two other documents of identity must be produced. Photocopies of the relevant pages of these documents must be enclosed with this form. (Ensure relevant dates are shown).

Enclosed  Not Enclosed  Reason for Non-Enclosure

I certify that I have examined the above mentioned documents and confirm that they relate to the applicant. Relevant photocopies are attached.

**Verification by Line Manager**

Name of Line Manager:

Signature:

Contact Tel. No

Date

**Criminal Convictions**

You must declare below any convictions, cautions, summons or fixed penalty notices. You must also declare any investigations (both in the UK and abroad) either by police, military and/or other statutory prosecuting authorities (e.g. Inland Revenue, Immigration) including those pending. You must also declare all 'spent' convictions.

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 be taken into account where national security is concerned. You must disclose all convictions whether or not spent under the Acts.

Please note that any information provided will be treated in strict confidence. The relevance of particular criminal convictions is a matter for South Wales Police to decide. Although it may be taken into account, any such information will not necessarily prevent you being successful in the vetting process or having security clearance. Failure to disclose relevant circumstances or information is likely in itself to be regarded as evidence of unreliability and will be taken into account in assessing your suitability for appointment or security clearance.

**Have you, in any country, ever been cautioned, or convicted of a criminal offence, or have you been involved in a police investigation, whether or not this resulted in a prosecution/caution (including Road Traffic Offences) ?**

Yes\*  No  \*If Yes please complete below

Date	Offence	Court	Result

**Have you been involved in any actions that could be described as Political/Religious/Racial/Environmental/Disruptive?**

Yes\*  No  \*If Yes please describe

**Do you associate with any person(s) who you know, or have reason to believe, has criminal convictions, OR is engaged in criminal activities, OR is a person who associates regularly with such persons?**

Yes  No

If **YES** please complete the below giving the name, address and date of birth of the person(s) you have contact with, if this information is known to you. **DO NOT CARRY OUT ANY CHECKS, OR CAUSE ANY CHECKS TO BE CARRIED OUT TO OBTAIN THIS INFORMATION. PLEASE PROVIDE DETAILS OF THE NATURE OF YOUR ASSOCIATION.**

Name	Address - If Known	Date of Birth - If known
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**Are you aware of any other circumstances or characteristics which may affect your suitability for appointment to, or continued employment in, the post for which you have applied. Please refer to Force policy on Management Vetting, if applicable. (e.g. serious medical or psychological problems, habitual use of addictive substances (drugs or alcohol etc.), or other conduct which could make you susceptible to pressure or improper influence by any person).**

Yes  No

If **YES** please include details below. You may wish to discuss these issues with your line manager or with SWP Force Vetting Manager, the member of staff responsible for dealing with your vetting application, before completing this part of the questionnaire.

**Have you previously been the subject of a vetting procedure? If so please give details below.**

**Have you included any extra A4 sheets of paper with this application?**

Yes  No

**Declaration**

**This should be completed in addition to any other declaration signed during the vetting procedure.**

I declare that I understand that the information provided may be submitted for checking against the records of the Police, and Credit Reference Agencies in accordance with the South Wales Police Vetting policy.

I confirm that my spouse/partner and any other persons have been notified that his/her details have been submitted as part of the vetting process.

I declare that the information I have provided is true and complete to the best of my knowledge and belief.

I undertake to notify any material changes or additions in the information I have provided in this form.

I understand that if I have knowingly made a false statement or deliberate omission in the information provided in this form, I may be disqualified from having access to South Wales Police premises, information held by the Force, or carrying out contract work for the Force.

Signed.....Dated.....

Help us to monitor the fairness of our vetting procedures as part of the Force Equal Opportunities policy, please complete the appropriate details below:

I would describe my cultural and ethnic origin (recent forebears/country of origin/cultural identify) as:

<b>White</b>	<input type="checkbox"/>	<b>Chinese or other ethnic group</b>	<input type="checkbox"/>	<b>Black or Black British</b>	<input type="checkbox"/>
British	<input type="checkbox"/>	Chinese	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>
Irish	<input type="checkbox"/>	Other	<input type="checkbox"/>	African	<input type="checkbox"/>
Any other White background	<input type="checkbox"/>			Any other Black background	<input type="checkbox"/>
<b>Mixed</b>		<b>Asian or Asian British</b>			
White and Black Caribbean	<input type="checkbox"/>	Indian	<input type="checkbox"/>		
White and Black African	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>		
White and Asian	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>		
Any other mixed background	<input type="checkbox"/>	Any other Asian background	<input type="checkbox"/>		

**For Official use only**

Interview with Applicant                      YES                       NO

Date.....

By.....

Interview with Previous Supervisors                      YES                       NO

Date.....      Name of Supervisor.....

By.....

To be completed by SWP Force Vetting Manager.

Accepted                      YES                       NO

Further Enquiries                      YES                       NO

Date further Enquiries Completed.....      By Whom.....

I certify that .....has/has not received vetting clearance.  
(If vetting clearance refused see accompanying documentation).

Signature:.....      Date.....