

BASELINE PERSONNEL SECURITY STANDARD

All government departments are required to ensure that any personnel employed/engaged by them to work in their offices or on their systems, comply with the Baseline Personnel Security Standard (Baseline Standard) before they take up their post. The Baseline Standard is the minimum level of security clearance for all DFID employees, and forms the basis of higher levels of clearances that may be required.

This standard involves verification of identity; nationality and immigration status; employment history (past 3 years) and criminal record.

Please complete the following documents:

- Baseline Personnel Security Standard Application. Please bring it with you to the assessment centre or return it to the appropriate DFID manager or HR contact, supported by original documents from Annex A to confirm your identity, nationality & immigration status and current address.
- Criminal Record Declaration

Please note that **only** if you are successful in obtaining a job with DFID you will also have to provide a Basic Disclosure Scotland certificate (criminal records check) and/or equivalent overseas police check(s). **This is not applicable to SAIC employees.**

The costs of Disclosure Scotland certificates and overseas police checks will be reimbursed when you join DFID (receipts will be required). **This does not apply to agency, consultants and contractors**

Guidance on “How will I know if I need an overseas police check(s)?” can be found at Annex A of this document

To apply for a Basic Disclosure certificate please apply online at www.disclosurescotland.co.uk

Alternatively you can contact Disclosure Scotland, PO Box 250, Glasgow, G51 1YU, telephone: 0870 609 6006, Fax: 0870 609 6996, E-Mail: info@disclosurescotland.co.uk please note that there is a cost for the certificate. Current charges and other information on Disclosure certificates can be found at the Disclosure Bureau’s website www.disclosurescotland.co.uk .

All information you provide will be treated in strictest confidence but will be verified and may be checked against UK immigration and nationality records and other data sources.

BASELINE PERSONNEL SECURITY STANDARD APPLICATION

Section 1 – Personal details

Surname:
First Name(s):
Other name(s) used:
Current Residential Address:

Tel no:
Date of birth:
Place of birth:
Male or female:

Section 2 – Nationality and immigration status

Nationality at birth:
Present nationality (if different):

Have you ever possessed any other nationality or citizenship? YES/NO
If YES, please give details:

Are you subject to immigration control? YES/NO
If YES, please give details:

Are you lawfully resident in this country? YES/NO

Are there any restrictions on your continued residence in this country YES/NO

Are there any restrictions on your continued freedom to take

Employment in this country? YES/NO
If YES please give details:

Section 3a - Employment history

We need to verify your employment history as part of the Baseline Standard. If you refuse to undergo this check where there are no alternatives it could lead to a refusal to allow you to work for DFID.

Please provide details of your employment for the whole of the previous 3 years. You should start with your most recent employment then work in reverse order. You should also indicate clearly any service or work overseas and state the country. If you require further space, please attach a blank sheet of paper.

CRIMINAL RECORDS DECLARATION FORM

As part of our pre-appointment enquiries, we need you to answer some questions about yourself.

What to do now

DFID must be satisfied that you are suitable in every way for a post in the Civil Service as we hold Government contracts, some or all of which require us to hold material or information which is the property of the Government. We have a duty to protect these assets while they are in our possession and this obligation extends to our employees.

Please complete the form and bring it with you to the next stage of the selection process or return to the DFID HR department, Abercrombie House, Eaglesham Road, East Kilbride, G75 8EA. You will need to save this form on your computer before you start filling it in.

It is a condition of working for DFID that you answer all the questions on this form and that you do not withhold any information, except as provided under the Rehabilitation of Offenders Act 1974. Failure to do this will result in your application being rejected or if you have already been appointed, to your dismissal. Please answer the questions frankly. An unfavourable reply does not necessarily mean that you will not be offered a post. Each application is treated on its merits. DFID is an equal opportunities employer.

The Rehabilitation of Offenders Act 1974 is intended to prevent discrimination against ex-offenders who are judged to have put their criminal past behind them. The Act allows some criminal convictions to become spent after a certain period of time.

If you are charged with an offence after you have returned this form, please get in touch with the person named in the job details straight away.

YOUR REPLY

Note: If you are appointed, you will have to provide DFID with a recent Basic Disclosure Scotland Certificate. (THIS DOES NOT APPLY TO SAIC STAFF)

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 (probation orders are now called community rehabilitation orders) 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 overleaf)

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 overleaf)

Are you currently or have you been involved in any other activities, which may compromise your position in the department where you may be accused of:

- Bias or prejudice in the conduct of official duties;
- Misuse of official information;
- Misappropriation of public funds?

YES NO

(If yes, please give details in the box below)

If you answered yes to any of the above questions, please use this space to give us more information.

DECLARATION

(Please place x in the box if you agree that your application is subject to the following statements)

- I declare that all the information I have given on this application form is true to the best of my knowledge and belief.
- I understand that my application may be rejected and/or that I may be subject to disciplinary action if I am appointed and I have given false information or withheld relevant details.
- I understand that if I am charged with an offence after I have returned this form that I will notify DFID straight away.

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 Government contracts.

Name

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 representative of the company. If you wish, you may place the completed form in a sealed envelope, sign your name across the flap and return it to the person named in the job details

Important: Data Protection Act (1998). 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 may be processed exclusively for the purpose of a check against the National Collection of Criminal 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 completing 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 named in the job details for further information.

Section 4

Individual Checklist and Declaration– please ensure that you have completed the following:

- Sections 1-3 of BPSS Application form above
- Criminal record Declaration
- Provide relevant supporting documents listed at Annex A for identity & nationality.

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. I undertake to notify any material changes in the information I have given above to DFID.

Signed:

Name in block capitals:

Date:

Your Information

Important: Data Protection Act (1998). This form asks you to supply “personal” data as defined by the Data Protection Act 1998. You will be supplying this data to DFID, or its authorised representative, where it will be processed exclusively for the purpose of successful completion of the Baseline Personnel Security Standard (Baseline Standard). The information which you provide will be protected and will not be passed to anyone who does not require 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.

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ANNEX A Part one – Documents which may be used to verify identity

DFID require a current signed full passport, National ID Card and/or other documentation relating to immigration status and permission to work **and one of the following**:

- Recent original utility bill or certificate from a utility company confirming the arrangement to pay for the services at a fixed address on prepayment terms *.
- Bank, building society or credit union statement or passbook containing current address
- Current firearms certificate.
- Birth certificate.
- Adoption certificate.
- Marriage certificate.
- Divorce or annulment papers.
- Gender recognition certificate.
- Police registration document.
- Armed Forces identity card.
- Proof of residence from a financial institution.
- Current full driving licence
- Court order *.

Example documents marked with an * should be recent (at least one should be within the last six months unless there is good reason why not) and should contain the name and address of the registrant.

Part Two – Documents which may be used to verify Nationality and Immigration Status

We would prefer originals of any of the following items:

- Current signed full passport
- National ID Card that shows you are a citizen of this country
- A work permit or other approval or other travel document, endorsed to show that you have current leave to enter, or remain in this country; and are permitted to take the employment in question.

If these documents are not available then we may accept the following alternatives:

- A full birth certificate which specifies the names of the your parent(s) and was issued within 6 weeks of your birth
- A certificate of registration or naturalisation citizen.
- A letter issued by the relevant authority to you which indicates that the person named in it has been granted indefinite leave to enter, or remain in, this country.
- A letter issued by the relevant authority to you which indicates that the person named in it has subsisting leave to enter, or remain in, this country and is entitled to take the employment in question in this country.

PLEASE NOTE THAT MORE THAN ONE OF THE ABOVE DOCUMENTS MAY BE REQUIRED

BASELINE PERSONNEL SECURITY STANDARD

Guidance for successful applicant and recruiters

How will I know if I need an Overseas Police Check(s) ?

Please be aware that if you have never resided in the UK or been resident outside of the UK for 3 months, or more, during the past three years, we will need additional information from you in order to complete your baseline security clearance. If this applies to you please carefully read the following:

Providing additional information for BPSS

If you are offered a post with DFID you will have to provide **each** of the following:

- A full **history of your UK residency**, if any, from birth to the present time, confirming the specific periods when you were resident.
- **Proof of residence** for time spent abroad, for each country you have lived in (e.g. entry/exit visa, local identity card).
- Names and e-mail addresses for **employment or academic references** for each period spent abroad.
- Official, verifiable overseas **police certificates** from **each** country you have resided in for over 3 months during the past three years. The relevant Embassy or High Commission should be able to provide advice on how to obtain these. If there is a cost for obtaining these certificates it will be reimbursed to you if and when you take up post with DFID (You will need to provide an original receipt for reimbursement).