



UK Security Verification Record (SVR)

The information provided in this form will be used to request and satisfy the current requirements of personnel security for the Company (Frazer-Nash Consultancy).

How to complete this form

Please ensure that you have read the notes before completing each section of the questionnaire, and that you answer all parts of this form applicable to you honestly and to the best of your knowledge.

The form should be completed on your PC and returned to Frazer-Nash as an email attachment along with a hand signed copy of the declaration page (please print, sign and scan and include it with your email to us).

If you require any help completing this form, please contact Frazer-Nash's Human Resources team at Human.Resources@fnc.co.uk. Your completed form should also be sent to this email address.

Part 1: general information about you

Surname:		First name(s)	
Known as:		Gender:	
Home phone:		Work phone:	
Mobile:		Date of birth:	
Personal email:			
Home address including postcode:			
Time at this address (MM/YY)	From		To
Have you spent more than 28 consecutive days outside the UK in the last five years? <i>(If so, please include details on Continuation Sheet 1 on page 7)</i>			Yes <input type="checkbox"/> No <input type="checkbox"/>
Title/ Prof' Qual's/ Membership:			
Education <i>(check all that apply)</i>	HNC/HND <input type="checkbox"/> Bachelors <input type="checkbox"/> 2 nd /Masters <input type="checkbox"/> Doctorate <input type="checkbox"/> MBA <input type="checkbox"/>		
Preferred job title: <i>(Contract/Associates only)</i>			
Main skills <i>(Keywords from CV)</i>			

Part 1: general information – continued

Please provide addresses covering the last six years; please ensure you include dates for each address:				
Address		Dates (MM/YY to MM/YY)		
		From		to
		From		to
		From		to
		From		to
		From		to
Have you ever completed a Security Clearance request form or been subject to the process of security vetting or clearance?			Yes <input type="checkbox"/> No <input type="checkbox"/>	
If you answered Yes to the above please provide the following information:				
Company		Date of last employment		
Clearance level <i>(if known)</i>				
Preferred job type: <i>(check all that apply)</i>	Permanent Staff <input type="checkbox"/> Part Time Staff <input type="checkbox"/> Associate / Contract <input type="checkbox"/>			
Associate type: <i>(only if contract)</i>	Own Ltd Company <input type="checkbox"/> Umbrella <input type="checkbox"/> PAYG <input type="checkbox"/>			

Part 2: References

Please provide details of employment references covering the last **three** years.

Please provide a minimum of **two** referees. Referees should not be relatives. Ideally, one referee should be your most recent line manager. If this is not possible, an academic and/or personal reference should be provided. We will use the information below to contact your referees. Before providing us with the names and contact details of a referee, please ensure that you have permission to do so from that individual. Please ensure you provide references covering the required number of years. If there is insufficient space below, please use the Continuation Sheet 2 on page 8.

***Please ensure you provide an email address for each referee.**

Referee A name:				Position:						
Referee type: <i>(tick as applicable)</i>			Employment <input type="checkbox"/>		Academic <input type="checkbox"/>		Personal <input type="checkbox"/>			
Company address and postcode:										
Time known (MM/YY)		From		To		Telephone:				
*Email					OK to contact?		Yes <input type="checkbox"/>		No <input type="checkbox"/>	
Referee B name:				Position:						
Referee type: <i>(tick as applicable)</i>			Employment <input type="checkbox"/>		Academic <input type="checkbox"/>		Personal <input type="checkbox"/>			
Company address and postcode:										
Time known (MM/YY)		From		To		Telephone:				
*Email:					OK to contact?		Yes <input type="checkbox"/>		No <input type="checkbox"/>	
Referee C name:				Position:						
Referee type: <i>(tick as applicable)</i>			Employment <input type="checkbox"/>		Academic <input type="checkbox"/>		Personal <input type="checkbox"/>			
Company address and postcode:										
Time known (MM/YY)		From		To		Telephone:				
*Email:					OK to contact?		Yes <input type="checkbox"/>		No <input type="checkbox"/>	

Part 3: nationality and immigration status

Notes: Please answer the following questions honestly. If you are selected, documentary evidence will be sought to confirm your answers. Your answers may additionally be checked against Immigration and nationality records.

Place of birth: <i>(Town/Region and Country)</i>	
Nationality:	

Are you lawfully resident in the UK? <i>(tick as applicable)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you legally have the right to work in the UK? <i>(tick as applicable)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Have you ever possessed any other nationality or citizenship? <i>(tick as applicable)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Former nationality(s):		

Do you hold dual citizenship? <i>(tick as applicable)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If YES please specify:		

Are you subject to immigration control? <i>(tick as applicable)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If YES please specify:		

Are there any restrictions on your continued residence in the UK? <i>(tick as applicable)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If YES please specify:		

Are there any restrictions on your continued freedom to take employment in the UK? <i>(tick as applicable)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If YES please specify:		

Part 4: criminal record declaration

Notes: Owing to Frazer-Nash's involvement in work pertaining to national security, we need to obtain the following information about you. Please answer the following questions honestly. If you are selected, a background check will be carried out using the "Disclosure and Barring Service" (or, if applicable, the "Disclosure Scotland" service). The information you give will be treated in strict confidence. For more information about our collection and use of this information, please refer to our Employee Privacy Policy [HERE](#) / Associate Privacy Policy [HERE](#) (as applicable).

Part 4a:

Have you ever been convicted, or found guilty by a court, of any offence in any country (excluding parking, but including all current (last three years) motoring offences even where a spot fine has been administered by the police)?

Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>(Tick as applicable - if yes, please give details on the following page)</i>
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Part 4b:

Have you ever been put on probation, absolutely/conditionally discharged, 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 <input type="checkbox"/>	No <input type="checkbox"/>	<i>(Tick as applicable - if yes, please give details on the following page)</i>
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Part 4c:

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 <input type="checkbox"/>	No <input type="checkbox"/>	<i>(Tick as applicable - if yes, please give details on the following page)</i>
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Part 4d:

Do you know of any other matters in your background which might cause your reliability or suitability to have access to government assets to be called into question?

Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>(Tick as applicable - if yes, please give details on the following page)</i>
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If you answered YES to any of the questions on this form, please give details in section 4e on the next page:

Part 4: criminal record declaration – continued

Part 4e:

Continuation sheet 1: time spent abroad:

Please provide details if you have spent more than 28 consecutive days outside the UK during the last 5 years; please ensure you provide dates from and to:

Continuation sheet 2: reference details:

Note: Please complete this page if you have not provided references covering the last **three** years.

Referee D name:					Position:		
Referee type: <i>(tick as applicable)</i>	Employment <input type="checkbox"/>		Academic <input type="checkbox"/>		Personal <input type="checkbox"/>		
Company address and postcode:							
Time known (MM/YY)	From		To		Telephone:		
*Email					OK to contact?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Referee E name:					Position:		
Referee type: <i>(tick as applicable)</i>	Employment <input type="checkbox"/>		Academic <input type="checkbox"/>		Personal <input type="checkbox"/>		
Company address and postcode:							
Time known (MM/YY)	From		To		Telephone:		
*Email:					OK to contact?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Referee F name:					Position:		
Referee type: <i>(tick as applicable)</i>	Employment <input type="checkbox"/>		Academic <input type="checkbox"/>		Personal <input type="checkbox"/>		
Company address and postcode:							
Time known (MM/YY)	From		To		Telephone:		
*Email:					OK to contact?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Identification list of document types:

Certified Documents must cover:

- a) Nationality and right to work in the UK
- b) Full Name
- c) Date of birth
- d) Signature
- e) Photograph
- f) Full Permanent Address

Frazer-Nash require copies of two out of the three forms of identification listed below, at least one being photographic.

Document Type	Attached	Provided at interview
A current full UK passport	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
Current UK photo card driving licence or current full UK old style driving licence	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
Full UK original birth certificate (<i>Long</i>)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes

In order to complete a basic check for Frazer-Nash, we will need a copy of both of the following:

Utility bill (<i>dated within the last three months</i>) or Council tax bill for current financial year	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
Education or training certificate	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes

Alternative document types (*Note: not all document types are of equal value, we may require several of the following as an alternative to one of the above.*)

Recent HMRC tax notification	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
Bank, building society or credit card statement (<i>dated within the last three months</i>).	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
Utility bill or certificate from utility company confirming the arrangement to pay for services at your permanent address	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
Firearms licence	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
Mortgage statement from a recognised lender	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
P60/P45 (<i>Must be the latest issue</i>)	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
HM Forces Identity Card	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
Certificate of naturalisation/citizenship	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes

Privacy Notice

In order to complete this form, you are required to provide Frazer-Nash Consultancy Ltd (“we”, “us”, “our”) with certain personal data. We will process this data in accordance with the General Data Protection Regulation (and any related legislation applicable in the UK).

For more information about what we will do with your personal data, please refer to either our “Privacy Policy for Employees” [HERE](#) or “Privacy Policy for Associates” [HERE](#) as applicable.

If you have any questions, please do not hesitate to get in touch with us at Human.Resources@fnc.co.uk.

Declarations

I undertake to notify any material changes to the information I have given above to the Human Resources or security department concerned.

I declare that the information I have given on pages 1 to 9 of 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.

I give permission to Frazer-Nash Consultancy to confirm factual information from previous/current employer(s), covering the last three years of my employment, that I have disclosed in Part 2 of this form.

I consent to Frazer-Nash processing my data in accordance with GDPR 2018, and the privacy policies referred to above.

Signature:	
Date signed:	

Thank you for completing the Security Verification Record form.

Required Actions:

- 1) Print the completed form
- 2) Sign the declarations above on the printed form
- 3) Scan the signed declaration page to create a PDF copy
- 4) Email both the soft copy of the completed form and the signed PDF declaration to Human Resources Human.Resources@fnc.co.uk

Part 6: verification record - for Frazer-Nash use only
Security to complete

Date passed to UK and UK Security:

Part 6a: certification of identity

Form of Identification:	Number:	Issue Date:	Expiry Date:

(Part 6a) Passport, utility bill, photo driving licence, education certificates etc.)

Part 6b: additional information

References received and satisfactory (<i>tick as applicable</i>)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Criminal disclosure certificate received and satisfactory (<i>please enter Certificate number</i>)		
Clearance sponsorship application submitted (<i>tick as applicable</i>)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Official Secrets Act (OSA) signed and returned (<i>tick as applicable</i>)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

I certify in accordance with the requirements of the Frazer-Nash Consultancy Recruitment Policy, that I the undersigned, have personally examined the documents listed in part 6a and confirm that the details in part 6b satisfy the above requirements.

Name:		Post:	
Signed:		Date:	

Baseline security level granted:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
HR / Associates department informed:	Yes <input type="checkbox"/>	Date:
Agreed start date		Line manager / ATM



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