

Security Clearance Key Information

MUST READ

Forces Employment Charity has a duty to protect our client's safety and well-being by ensuring we don't employ anyone unsuitable to work with vulnerable individuals. Security clearance requirements are determined by the role and where work will be conducted.

This information is a key part of the Recruitment, Selection, and onboarding process and is used to support the charity's Employees and clients.

As part of our responsibilities, we will comply with the Rehabilitation of Offenders Act 1974 and ensure that the charity does not unfairly discriminate against anyone based on historical criminal offences.

Please share any relevant information during your interview and raise any related concerns at that time. Having a criminal record will not necessarily bar an applicant from being appointed. However, consideration will depend on the nature of the position, the circumstances and the background of the offences.

If an individual has been appointed a position and it comes to light that they have a criminal record and have failed to disclose information that is relevant to the position held, it is likely to lead to disciplinary action, which may include dismissal.

Your Job role may require you to one or more of the following clearances:

Enhanced Disclosure and Barring Service (DBS) check

A criminal record check that shows an individual's convictions, cautions, and any other relevant information. It shows spent and unspent convictions, cautions, warnings, reprimands, and inclusions on the children's and/or adults' barred lists.

This criminal record check reveals spent and unspent convictions, cautions, warnings, reprimands, and inclusion on children's/adults' barred lists. The process includes:

- Applicant form completion
- Police National Computer search
- Barred lists verification
- Local police contact

- Certificate issuance Processing typically takes 2-4 weeks, though online applications may be faster.

For more information: <https://www.personnelchecks.co.uk/enhanced-dbs-checks>

Non-Police Personnel Vetting (NPPV) Level 2

This check is a detailed review of an individual's history to determine if they are suitable for a role that requires access to sensitive police information up to the OFFICIAL-SENSITIVE level, either on-site or remotely. The check includes a review of the applicant's personal and financial information, criminal history, and family history.

The check examines:

- Personal information: The applicant's identity, place of residence, and financial history
- Criminal history: A check of both spent and unspent convictions
- Family history: A review of the applicant's spouse, children, and parents
- Financial history: A review of the applicant's financial history, including any debt or loan arrears
- National security checks: A check of Security Service records and other public records
- Associates: A review of any acquaintances or friends who may be involved in criminal activities
- Extremist groups: A review of whether any relatives or friends belong to extremist groups
- NPPV checks can take longer than DBS checks because they are more in-depth
- Checks may need to be run on multiple family members
- The vetting process may need to be repeated after a set period, usually three years

For more information: <https://www.warwickshire.police.uk/police-forces/warwickshire-police/areas/warwickshire-police/about-us/about-us/police-national-vetting-service/about-the-police-national-vetting-process/>

MOD Security Clearance

This vetting process protects sensitive government material and national security. It allows us to ensure that privileged information doesn't fall into dangerous hands, better protecting our nation, allies and our people.

The Security Check (SC) includes:

- Checking departmental records
- A security questionnaire (providing personal data)
- Checking against criminal records
- Credit Reference Check
- Security Service Record Check

Further enquiries, such as an interview or follow-up questions, may be required to clarify any point identified in the National Security Vetting Process.

For more information: <https://www.gov.uk/government/publications/united-kingdom-security-vetting-clearance-levels/sc-guidance-pack-for-applicants>