

Employee Background

Advanced Vetting conducts background and reference checks on employees and tenants. All information you submit is contained behind secured networks and is only accessible by a limited number of employees who have specific access rights to such systems. The computer that stores these records is kept on site in a secure environment, behind locked doors. In the event that our instructing client terminates the transaction being contemplated, your file is destroyed. None of your personal information is shared with any third parties.

INSTRUCTIONS: This form should be opened and completed in MS-Word. Upon completion please return it to your HR Department or directly to us at the following email address: admin@advancedvetting.com

NOTICE: FAILURE TO PROVIDE MATERIAL BACKGROUND INFORMATION AS REQUIRED BY THIS FORM OR THE WILLFUL OR FRAUDULENT SUBMITTAL OF A FALSE STATEMENT IN RESPONSE TO ANY SECTION MAY RESULT IN THE TERMINATION OF ANY TRANSACTIONS BEING CONTEMPLATED IN ASSOCIATION WITH THE DUE DILIGENCE EFFORTS BEING CONDUCTED HEREIN.

SECTION 1 – Identification Information

Name:

Middle Name(s):

Surname:

Previous Name (Complete Name):

Primary Telephone Number:

Alternate Telephone Number:

Email Address:

National Insurance Number:

Are you a UK Citizen?

Visa or Work Permit Status:

Drivers Licence Number:

Date of Birth:

Place of Birth: (City and County or Country):

Marital Status: (Single, Married, Divorced):

SECTION 2 – Residential Addresses and Other Addresses

Beginning with your current residential address, list in reverse chronological order each residential address (U.K. and International), and indicating the dates you resided at each address. If you do not remember the dates please write "DNR". Provide as much information as possible.

Full Address:	From: MM/YY	To: MM/YY

SECTION 3 – Employment History

Beginning with your current employer, business, or investment entity, show in reverse chronological order **your past five years** of employment or if self-employed the company trading name and if a Director of a company please provide full details. If there are any gaps in your employment history please explain. Leave no items blank.

From: (MM/YY) To: (MM/YY)

Business Name:

Corporate Name (if different):

Other names company is known by:

Is the company still in business? If not, please explain:

Headquarters Address:

Website Address:

Address where you worked:

Main Phone Number:

Other Phone Number:

Your Job Title and all positions held:

Your ownership % (if any):

Your salary plus bonus:

Describe your responsibilities:

Reason for leaving:

Provide 2 references from this company including name, title, current position, place of employment and telephone number:

1

2

What is their relationship to you?

SECTION 3 – Employment History (continued)

Beginning with your current employer, business, or investment entity, show in reverse chronological order **your past five years** of employment or if self-employed the company trading name and if a Director of a company please provide full details. If there are any gaps in your employment history please explain.

Leave no items blank.

From: (MM/YY) To: (MM/YY)

Business Name:

Corporate Name (if different):

Other names company is known by:

Is the company still in business? If not, please explain:

Headquarters Address:

Website Address:

Address where you worked:

Main Phone Number:

Other Phone Number:

Your Job Title and all positions held:

Your ownership % (if any):

Your salary plus bonus:

Describe your responsibilities:

Reason for leaving:

Provide 2 references from this company including name, title, current position, place of employment and telephone number:

1

2

What is their relationship to you?

Section 4 – Education

List the complete name of each institution and school you attended from secondary and university level, to college level institutions. Indicate the period you attended and the degree awarded if any. In addition, provide the address of each institution and, if possible, a telephone number.

If your degree was earned outside of the U.K. please provide a copy of the diploma or transcript to document your degree by email to: ***admin@advancedvetting.com***

If a degree or qualification was not awarded, indicate "Not Awarded".

PLEASE ENSURE YOU LIST ALL SUBJECTS AND GRADES OBTAINED.

Name & Address of Academic Institution	Qualification Awarded	Subject	Grades Obtained	Dates

PLEASE CONTINUE ON A SEPARATE SHEET IF REQUIRED

Section 5 – Personal Criminal History

Have you ever been charged or convicted of any crime in any jurisdiction? If so, indicate all relevant details including names of all legal representatives, time of action, court, case number, jurisdiction, and reason for such action. IF NONE, YOU MUST WRITE "NONE".

Section 6 - Personal Unsatisfied Judgments and Liens

Are you, your personal property, personal corporation, trust or foundation now in default on any obligation to, or subject to any unsatisfied judgment obtained by any party, public or private, national or local taxing authority in any jurisdiction? If so, explain, listing all unsatisfied judgments or liens. IF NONE, YOU MUST WRITE "NONE".

PLEASE TAKE TIME TO REVIEW YOUR ANSWERS MAKING SURE YOU COMPLETE EACH SECTION AND ENSURE YOUR REFERENCE CONTACT INFORMATION IS STILL VALID.

PLEASE COMPLETE AND EMAIL A COPY OF THIS FORM TO:

admin@advancedvetting.com

Under the GDPR we are taking a general obligation to implement technical and organisational measures to show that we have considered and integrated Data Protection into our processing activities. We are bringing Data Protection to the top of our business priority.