

VETTING CONSENT FORM

Ealing Council has a responsibility to protect the public funds that it administers. A key part of this is an expectation upon staff (permanent, temporary, consultant and interim) to display the highest standards of behaviour and conduct. Ealing Council uses pre-employment vetting in order to assist in ensuring these high standards, to maintain the integrity of the services provided to the local community and to protect the business against fraud.

The enhanced vetting completed is proportionate to the risks associated with particular posts such as cash handling, purchasing, and, allocation of grants and other funding, access to confidential information. The post for which you have applied includes such duties and therefore falls within the scope of the scheme for enhanced vetting.

By signing this vetting consent form, I agree that Ealing Council may carry out any or all of the following checks, using the information I have provided on my application form.

- Local Authorities and the Registrars Office for information regard housing and associated benefits payments, Council Tax and the Electoral Register.
- Ealing Council for information regard debts owed.
- The National Insurance computer system to verify National Insurance number.
- References and or enquiries of present and former employers as to work history, sickness absences and disciplinary action undertaken by them.
- Companies' House to review Directorships and company associations
- Educational Institutions in respect of attendance and qualifications
- Professional bodies in respect of Membership
- Data held by credit agencies in respect of credit history (this may be for specific posts and would be notified in advance or to verify an address).
- Such other person or organisations as may reasonably be considered necessary in relation to the information pertaining to the application and role applied for.

Fraud prevention databases have been established for the purpose of allowing organisations to share data on their employment fraud cases. We will check your details with/against fraud prevention databases. Should our investigations identify fraud or the commission of any other criminal offence by you [on your part] when applying for, or during the course of your [employment or duties] with us, we will record the details of this on the relevant fraud prevention databases. This information may be accessed from the UK and other countries and used by law enforcement agencies and by us and other organisations to prevent fraud.

I certify that the information that I have given in the application form for employment, or CV for temporary staff, consultants, or interims, is true and complete. I authorise Ealing Council to verify any or all of these details with any other agency including local authorities and the Benefits Agency and I give my permission for the disclosure by them of any information that may reasonably be required for this purpose. I understand that a false declaration or omission may lead to disciplinary action, including withdrawal of any job offer made to me, or termination of my employment.

Signature:

Date:

____/____/____

Print name:

Post applied for:

PLEASE TURN OVER

Enhanced Vetting – Address history

Name

Please provide details of your residential address history for the last 5 years. Please explain any gaps where necessary.

<i>Date from</i>	<i>Date to</i>	<i>Address, including post code</i>

Signed

Date