

### HOW TO APPLY - VETTING

- **PAYMENT:** A £10 administration fee is charged when the form is submitted to us.
- **FULLY COMPLETED APPLICATION FORM:** Ensure all sections are completed in BLOCK CAPITALS. Fields that are not applicable should be marked N/A. Original signatures are required throughout.
- **SIGNED APPLICANT'S DECLARATION:** Original signatures are required.
- **SIGNED AUTHORISED SIGNATORY'S DECLARATION:** Original signatures are required.
- **SUBMIT FORM:** Submit your completed application form at our Reception at New Mole House. Alternatively, please post these to:
  - Force Administration**
  - Royal Gibraltar Police
  - New Mole House
  - Rosia Road
  - Gibraltar
 Or scan and send to us via email to [forceadmin@royalgib.police.gi](mailto:forceadmin@royalgib.police.gi)
- **COLLECTION:** Processed Vetting Certificates are to be collected from New Mole House Reception.
  - Reception Counter Hours are:**
  - Monday to Thursday 0830 hrs to 1500 hrs
  - Friday 0830 hrs to 1430 hrs

*Further information on Pre-Employment Vetting and GDPR Data Protection Rights of Individuals can be obtained from the Gibraltar Regulatory Authority (GRA) [www.gra.gi](http://www.gra.gi)*

### APPLICATION CHECK LIST

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Fully completed Application for Vetting form |
| <input type="checkbox"/> | Signed applicant declaration                 |
| <input type="checkbox"/> | Signed authorised signatory declaration      |
| <input type="checkbox"/> | Administration Fee of £10.00 included        |

#### FOR OFFICE USE ONLY

DATE STAMP	<b>Receipt Number:</b>	
	<b>Trace or No Trace Found (please circle):</b>	TRACE  NO TRACE
	<b>Date Collected:</b>	DD / MM / YYYY



**PERSONAL INFORMATION**

<b>Title:</b>	Mr.      Mrs.      Miss.      Ms.      Other (please specify):
<b>Forename(s):</b>	
<b>Surname(s) (Family Name):</b>	
<b>Previous Name:</b>	
<b>Date of Birth:</b>	DD / MM / YYYY
<b>Place of Birth (Including Town and Country):</b>	
<b>Passport or Identity Card Number:</b>	

**CONTACT DETAILS**

**NOTE:** Providing these details may reduce any delay in processing your application should the RGP need to contact you to clarify any of the information you have given. By providing these details, you give consent for the RGP to contact you by this method.

<b>Contact Tel No. 1:</b>		<b>Contact Tel No. 2:</b>	
<b>Email Address:</b>			
<b>Current Address: (This is the current address at which you reside not a PO Box)</b>			

### ADDRESS HISTORY

**Note:** Please state all addresses applicant has resided at during the last seven years. If Applicant has moved to Gibraltar from abroad within the last five years please state last address prior to moving to Gibraltar

ADDRESS	DATE FROM (mm/yyyy)

### APPLICANT DECLARATION

I hereby authorise the Royal Gibraltar Police to supply the results of this vetting request to:

---

By signing this form I accept the terms and conditions.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### TO BE COMPLETED BY ORGANISATION REQUESTING VETTING

<b>Name of Organisation:</b>	
<b>Position applicant is to be employed in:</b>	
<b>Will the applicant be involved or working with:</b>	
Children <input type="checkbox"/>	<b>Other (please specify)</b>  
Vulnerable Persons <input type="checkbox"/>	
Driving Duties <input type="checkbox"/>	
<b>Name of Authorised Signatory:</b>	
<b>Signature of Authorised Signatory:</b>	

## NOTES

**“CHILDREN”** means a person under the age of 18 years

**“VULNERABLE PERSON”** means a person aged 18 years or over who has a condition of the following type:

- a) A substantial learning or physical disability
- b) Physical or mental illness or mental disorder, chronic or otherwise, including an addition to alcohol or drugs
- c) A significant reduction in physical or mental capacity.

**OCCUPATIONS, PROFESSIONS OR PROPOSED ACTIVITIES AS SET OUT IN SCHEDULE 12 OF THE CRIMINAL PROCEDURE AND EVIDENCE ACT (Exceptions to Rehabilitation), MAY RESULT IN THE DISCLOSURE OF ANY SPENT CONVICTIONS WHICH THE APPLICANT MAY HAVE.**

## PRIVACY NOTICE

This Privacy Notice is issued in accordance with GDPR.

We need to handle personal information about you so that we can provide better services for you. This is how we look after that information. When we ask you for personal information, we promise:

- To make sure you know why we need it
- To ask only for what we need, and not to collect too much or irrelevant information
- To protect it and make sure nobody has access to it who shouldn't
- To let you know if we share it with other organisations
- To make sure we don't keep it longer than necessary

In return, we ask you to:

- Give us accurate information
- Tell us as soon as possible if there are any changes, such as a new address. This helps us to keep your information reliable and up to date

You can get more details on:

- How to find out what information we hold about you and how to ask us to correct any mistakes
- Agreements we have with other organisations for sharing information
- Circumstances where we can pass on your personal information without telling you, for example, to prevent and detect crime or to produce anonymised statistics
- Our instructions to staff on how to collect, use and delete your personal information
- How we check the information we hold is accurate and up to date
- How to make a complaint

For more information please go to [www.police.gi](http://www.police.gi)