

## Baseline security standard checklist

Our recruitment process is subject to the requirements of the Cabinet Office Baseline Security Standard. This means the criteria identified below must be met prior to a conditional offer of employment.

Please provide below the information required and attach accompanying documentation as necessary to confirm the baseline security criteria can be met:

<b>Baseline security criteria</b> (examples are given below of acceptable confirmation documentation; please note lists are not exhaustive. We require sight of original documentation which will be returned to you securely).	<b>Information</b> (please insert the required information in the boxes below and provide documentation where necessary. If information has been supplied previously, please state as appropriate).
<b>Confirmation of name and date of birth</b> i.e. passport, birth certificate or current UK driving licence	Documentation attached: Y/N
<b>Confirmation of address</b> i.e. original utility bill or bank statement containing current address dated within the past 6 months	Documentation attached: Y/N
<b>National insurance number or other unique personal identifying number where appropriate</b> i.e. recent HMRC tax notification	Documentation attached: Y/N
<b>Full details of previous employers (name, address, email if available, and dates), over the past three years.</b> References will be sought from these employers. Please account for any gaps.	

<p><b>Confirmation of any necessary qualifications and educational details disclosed as part of the selection process</b> i.e. degree certificate</p>	<p>Documentation attached: Y/N</p>
<p><b>Confirmation of permission to work in the UK</b> i.e. passport; see 'list of acceptable documents to prove eligibility to work in the UK' for full details of acceptable documentation</p>	<p>Documentation attached: Y/N</p>
<p><b>Details of unspent criminal convictions</b> Declaration is usually provided at interview stage, please complete the 'unspent criminal convictions form' if you have not already done so</p>	<p>Documentation attached: Y/N</p>

I declare that the information I have given on this form is true to the best of my knowledge and belief. I understand that my application for employment may be rejected or that I may be dismissed for withholding relevant details or giving false information.

Name: .....

Signed: ..... Date:.....

It is important to return this information to us as soon as possible. Please sent it via secure post and mark it for the attention of *Kate Shield, Administrative Support Officer, The Electoral Commission, Trevelyan House, 30 Great Peter Street, London, SW1P 2HW.* Alternatively, please contact a member of the HR team and arrange a convenient time to bring your documents in.