

INTRODUCTION – SECURITY CLEARANCE FORM

Some people still have the habit to employ anyone who “seems” to appear acceptable. But – rather safe than sorry – do a security check before employing a person that will be entrusted with your security.

Attached herewith the following documents in MS Word-format so that you have the benefit to change/alter the wording in accordance with your requirements.

This vetting form was designed and used some time ago – and was used with great success.

This document(s) is aimed at assisting households and businesses to do the necessary security checking before employing anyone – and it is provided free of charge to whoever to promote security in South Africa – at home or within the business.

Apart from being a security check, enough information is required to ensure that persons with ill intent will realize that they can be traced.

It is the human rights of anyone to deny providing the required information – but if the person is approached in a humane and civil manner he/should will normally oblige. If not move on – and interview the next cooperative applicant.

Where possible request a criminal record check from the SAPS. (They do not render a regular service in this regard.

Essential Steps

Please verify the legality of this document with your own legal advisor (lawyer) – no legal responsibility by the drafter of this document.

A clearly visible photograph must be obtained – and this must be checked together with the ID-book in the presence of the applicant.

It is essential that the applicant provide his consent without threats or promises before the information is obtained and completed.

Information concerning friends/relatives and previous employers must be thoroughly checked. Do not accept cellularphone references, insist on landline numbers. Check them firstly in the telephone directory. Physical addresses that can be verified must be obtained.

AFTER OBTAINING THIS INFORMATION STORE IT IN A SAFE PLACE FOR POSSIBLE FUTURE USAGE

Indemnity Form

- I understand that investigative background inquiries are to be made on myself including, but not limited to, Criminal, Employment, and other information as may be required. These reports will include information as to my character, work habits, performance and experience, along with reasons for terminations of past employment. Furthermore, I understand that you will be requesting information from various agencies and institutions which maintain records concerning my past activities relating to Criminal, Employment, and other related information.
- I authorise, without reserve, any party or agency contacted by (Name Contractor) to furnish any and all information they have regarding me.
- I further agree to allow an employee or consultant of (Name of Contractor) to conduct a Security Assessment Interview with me. I am also willing to complete a Security Assessment Background Form; a full set of fingerprints and to provide a recent photograph of myself.
- I am aware that the falsification of any information provided by me to..... (Name of Contractor) or(Name of Contractor) during this interview may result in my disqualification for the position in which I will be functioning.
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- I hereby waive, and forever discharge all and each of(Name of Contractor), this potential employer, and any agency, institution, or business releasing information, as well as their successors, assigns, agents, servants, officers, workmen and employees, from any and all actions which I have now, or may ever have resulting directly or indirectly, or remotely resulting from any information released, the Pre-employment Security Assessment Interview or from the written or oral opinions rendered in the course of this security assessment investigation.
- I attach herewith a clear and certified copy of my ID-book, Passport and Work permit (when relevant).

Full name:

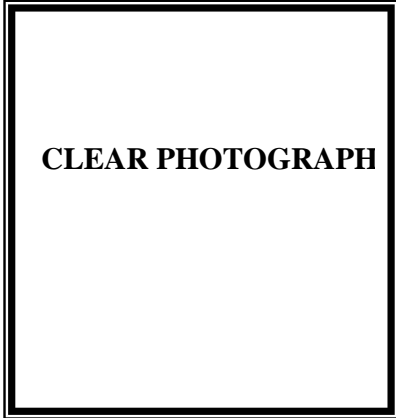
Date:

.....

Signature of Applicant

Witness – Name: Date: Place:

Security Assessment Background Form



Full name:

Identity number:

Passport nr:

Date of Birth:.....

Place of Birth:

Are you a citizen of South Africa? If not, permanent residence #

Married/single/divorced:

Name of wife/husband: ID Number:

Dependants: Maiden name:

Provide full details of your present residential address:

Previous residential addresses:

Address	From - To	Buying or renting
Number and street		
City, suburb, province		
Number and street		
City, suburb, province		
Number and street		
City, suburb, province		

• How long have you been employed by your present employer – mention date of appointment:
.....
.....

• Present job description:
.....

• Who are your closest friends / associates / supervisor at work?
.....
.....
.....
.....

• Banking details – Bank/Branch/Account Number:
.....
.....
.....

• Educational Institutions attended:
.....
.....
.....

- **Do you, or anyone that you know have a chemical dependency problem – like; Fixed medication. Alcohol. Soft (social) drugs. Hard drugs. Please describe (can this be verified?):**

Will you be prepared to take a medical examination in order to verify your status in this regard? State Yes or No.:

.....
.....
.....

- **Have you ever been dismissed previously – please provide details that includes contact details of people that can verify:**

.....
.....
.....

- **Please list all clubs and societies that you belong to, This includes religious institutions like churches etc.**

.....
.....
.....

- **Do you know any person that is presently employed with this company – or with a person(s) that was previously employed her?**

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.....
.....

- **Please describe your family connections – like listing all close relatives:**

.....
.....
.....
.....

- **When we check on all the information that you provided, do you think there will be any difficulties. Please describe:**

.....
.....
.....

- **Any additional questions:**

1.....
.....
.....

2.....
.....
.....

3.....
.....
.....

Provide the names and contact details of at least 4 references of friends/relatives/acquaintances:

Friend / Relative/ Acquaintance	State period known to you:	Employer:
Physical Address and Postal address:	Other contact details – postal and telephonic	This person is prepared to vouch for my credibility:

Friend / Relative/ Acquaintance	State period known to you:	Employer:
Physical Address and Postal address:	Other contact details – postal and telephonic	This person is prepared to vouch for my credibility:

Friend / Relative/ Acquaintance	State period known to you:	Employer:
Physical Address and Postal address:	Other contact details – postal and telephonic	This person is prepared to vouch for my credibility:

Friend / Relative/ Acquaintance	State period known to you:	Employer:
Physical Address and Postal address:	Other contact details – postal and telephonic	This person is prepared to vouch for my credibility:

List all of your places of full-time, part-time, or temporary employment during the past five (5) years.

From: MonthYear	To: Month..... Year.....	Position: Employer:
Address:	Type Business:	Supervisor:
Why did you leave: Reference(s): Contact details:		
From: MonthYear	To: Month..... Year.....	Position: Employer:
Address:	Type Business:	Supervisor:
Why did you leave: Reference(s): Contact details:		
From: MonthYear	To: Month..... Year.....	Position: Employer:
Address:	Type Business:	Supervisor:
Why did you leave: Reference(s): Contact details:		

When we check your criminal record for the past seven (7) years, what will we find?

.....

Have you ever been arrested / detained / questioned for any given reason?

.....

I hereby declare that I participated voluntarily submitted the information contained in this document and that the information I provided is the full truth and that I am aware of the consequences if proven false.

Signature	Witness	Place	Date

ENQUIRY/ NAVRAAG FINGERPRINTS/GERAFDRUKKE

TO BE COMPLETED IN BLOCK LETTERS

MOET IN DRUKSKRIF VOLTOOI WORD

Surname:
 Van:
 Name:
 Naam:
 ID Number:
 ID Nommer:

Address:
 Adres:
 VA-number:
 FA-nommer:
 CR number:
 KR nommer:
 SAP CRC ref. no.
 SAP KRS verw. Nr.

Sex:
 Geslag:

M	F
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Date of birth:
 Geboortedatum:

FP class – VA-klas

SA Citizen:
 SA Burger:
 If not, please state citizenship:
 Indien nie, vermeld burgerskap:

Y	N
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Workpermit?Passport number:

	Thumb Duim	Forefinger Wysvinger	Middle finger Middelvinger	Ring finger Ringvinger	Little finger Pinkie
RIGHT HAND	1	2	3	4	5
	fold				
LEFT HAND	6	7	8	9	10
	fold				

LEFT HAND
LINKER HAND

RIGHT HAND
REGTERHAND

Plain impression of the four fingers taken simultaneously

Vlakafdrukke van die vier vingers tegelyk geneem

LEFT THUMB
LINKERDUIM

RIGHT THUMB
REGTERDUIM

Reason for enquiry
Aard van navraag

Clearly state the position that you are applying for
(Eg **Security Guard**) Application for registration as.....
 Aansoek om registrasie as:

Have you ever been convicted of any offence? If so, state place, date and sentence.
 Is u ooit weens 'n oortreding skuldig bevind? Indien so, vermeld plek, datum en vonnis.

.....

.....
Applicant's signature
 Handtekening van applicant

Fingerprints taken by: SAP station: Date:
 Vingerafdrukke geneem deur: SAP-stasie: Datum:

Checked by:
 Nagesien deur: (Commissioner of Oaths/ Kommissaris van Ede/ Station Commander /Stasiebevelvoerder