

## Part A Basic Information

Many organisations will incorporate the requirement for a security interview as part of their recruitment and pre-employment screening procedures. However, it is also acceptable for the security interview to be held once selection for employment has been made and a decision to apply for an airside pass has been taken. Some organisations may fulfil a number of the steps required in this section in different stages and not as part of the security interview process. For example, by requesting information in writing or over the phone. However, it is important that the Security Interview takes place in a face to face meeting, in order to verify that the person providing the information really is who they claim to be.

## Part B Disclosure

It is important the applicant understands the importance of the Security Interview and prior to answering any questions, is briefed on the potential consequences of either failing to disclose information or providing false information. Ensure the applicant signs this section before proceeding. You will use this signature as part of the verification for the next section. There are 2 additional signatures required from the applicant at the end of the Security Interview.

## Part C Personal Information

No Additional Notes

## Part D Identity Check

There is a need to verify that the applicant's identity is genuine and that it belongs to the person. The interviewer should ask the applicant for their original identity document and check that it is valid. For British nationals, acceptable documents are a passport or British photo-card driving licence. EU and Swiss nationals may present a passport or a national identity card. All other nationals are required to have a Passport or a Biometric residence card plus an original Home Office document confirming right to work in the UK (such as visa / entry clearance).

The interviewer should then:

- Compare the photograph on the official identity document with the applicant presenting the document (in order to prevent instances of imposters, or 'look-alikes')
- Check that the person's details on the official identity document matches the information already provided by the applicant
- Ask the applicant to write their signature and check this against the official identity document
- Closely examine, in the presence of the applicant, the official document for alteration or signs that the photograph has been tampered with or replaced
- Where possible, have a genuine version (UK passport and driving licence) to hand and compare the documents (checking the feel of the paper, looking to see if the typeface is the same, tilting the document to reveal watermarks)
- Take a copy of the document (for passports -the page containing personal biographical details and any other pages with visas or other endorsements) and hand the original back to the applicant, if a copy has not already been taken

**Guidance to help establish if an official identity document is genuine**

Below are several sources of good information available on the Internet:

- The Home Office Guidance on examining identity documents 2016 provides examples of genuine and counterfeit documents and describes the basic checks that can be done
- The CPNI Good Practice Guide on Pre-Employment Screening - Document Verification provides detailed guidance on document verification
- This web site <http://www.consilium.europa.eu/prado/en/prado-start-page.html> shows examples and describes the security features that may be examined for passports and identity documents from EU member states, Iceland, Norway and Switzerland
- UKBA's web site offers guidance for employers: <https://www.gov.uk/government/publications/right-to-work-checks-employersguide>

## Part E Previous Airport Security ID cards held

The interviewer should ask the applicant to confirm the details of any previous airside passes held (which airport, the company sponsor, the pass number if known) including reasons for cancellation.

## Part F Criminal Convictions Disclosure

The interviewer should ensure that the applicant has signed any necessary declarations and consent forms regarding criminal convictions. The interviewer should check that the applicant understands that there will be a criminal record check for all countries where the applicant has been resident for 6 months or more and a counter terrorist check (where security listed duties are performed) if offered employment. The interviewer should make a note of any questions or concerns raised by the applicant.

## Part G 5 Year Background Check

*With the applicant's help, the interviewer should review the applicant's employment/educational record covering the previous five years in chronological order. The interviewer should note the position(s) held, duties undertaken, reason for leaving and any employment gaps, ensuring that no periods are unaccounted for.*

*All gaps over 28 days between periods of employment or training must be accounted for. If there are any gaps, in excess of the 28 days, the interviewer should ask the applicant for the names and addresses of persons who will be able and prepared to confirm, from their own personal knowledge, what the applicant was doing during the periods in question.*

*Personal references might be used by an applicant to mask actual activity undertaken, such as employment, and the interviewer should satisfy themselves that the proposed persons are appropriate to cover the period in question. The interviewer should ensure that these persons are not family members or in a close relationship with the applicant. Persons must have been in regular contact with the applicant during the period in question.*

*The interviewer should explore with the applicant what other supporting evidence might be available, in addition to the personal reference, to help verify what they were doing during the period in question. This is particularly important where there are extended gaps such as periods of extensive travel or work breaks such as maternity leave. For example, periods of extended travel could be supported by proof of itinerary or travel documentation, a passport containing visa stamps for the countries they claim to have visited, suitable proof of residence for time spent abroad, e.g. document from landlord, hotel bills, bank/credit card statements showing spending overseas, letters or certificates from overseas employers or educational establishments, contact details for acquaintances met overseas, including dates and places of meeting. Periods of maternity leave could be supported by a child's birth certificate, a letter from the employer or child benefit claims.*

*It is important that the interviewer keeps a record of the questions and answers as these may be needed by the authorised signatory when assessing overall suitability for an airside Security ID card and will need to be stored on the person's personnel file. The interviewer should advise the applicant that they should keep safe any supporting evidence.*

## Part H Applicant Suitability

The interviewer should expect the applicant to be open and willing to answer their questions. The interviewer should politely explain, if questioned, that they need to obtain information not only to assess the applicant's eligibility for employment (if appropriate) but their ability to meet the criteria for the issue of an Security ID card.

The interviewer should make a note of any behaviours noticed during the course of the interview. These notes may not prevent the applicant's progression through the selection process but may be investigated later in the process as the applicant's suitability to hold a Security ID card will be considered by the authorised signatory. The interviewer should keep their notes factual and be careful not to express an opinion. Any notes made may be disclosed to the applicant at a later stage.

## Part I Additional Information

No Additional Notes

## Part J Final Declaration

It is important that both the Interviewer and the applicant sign the Pack at the end of the session. As an Interviewer you are signing and dating your confirmation that the Security Interview has taken place in full, and you are confident that you have obtained all of the necessary information. The applicant is required to sign another 2 declarations- one around providing consent to the Airport to make contact with third parties to verify the individual's account of their history, and secondly around granting permission for information sharing in the context of wider security checks.

### Assessing whether the information provided by the applicant appears credible

The interviewer should make an overall assessment as to whether the referencing procedure is likely to be straightforward or whether there is anything in the person's history that will require investigation:

- Has the person been resident overseas during the past five years?
- Has the person done any unusual travelling such as visiting countries not recommended by the Foreign & Commonwealth Office?
- Has the person got significant gaps between periods of employment?
- Do all the employment dates align or do any overlap?
- Will references be sufficient or will there be a need to obtain some independent supplementary evidence?
- What form of evidence will be needed?
- Will there be a need to verify the authenticity of a referee and the reference provided?
- Will a 'file note' be needed to explain something in particular to the authorised signatory or airport operator?

#### Note

Where the interviewer is tasked with obtaining information from the applicant but has not been trained to make their own assessments or recommendations over suitability, it is important that the authorised signatory takes responsibility for making this overall assessment before the applicant proceeds to the referencing stage.