



Loomis UK Ltd

Statement to Prospective Employees

Your potential employment with Loomis will, because of the nature of our business and the rules within which the Security Industry operate, be dependent upon the results of a detailed check of your references and background.

Loomis (or any outsourced service provider) will ask you to provide evidence of identity, proof of the right to work in the UK, and employment references/education history (or back to secondary education), initially going back 5 years.

Additionally you will be required to undertake a credit check and obtain a basic criminal records disclosure. Your credit history needs to be clean, and contain no CCJ's or Declarations of Bankruptcy that have been made against you for unpaid debts. The credit check we will obtain via a credit reference agency, and the criminal records disclosure will be obtained either from the DBS service in the UK or Scottish Disclosure for those living in Scotland.

If the role for which you apply is subject to the SIA Licencing rules then the DBS check will be obtained as part of the licencing process.

Should you be unwilling or unable to provide the data necessary then we will be unable to process your application.

If you have applied for a role within the CVIT sector, in total you will be required to account for, and provide evidence of, your last 10 years of employment/education history (or back to secondary education). There can be no gaps in your history greater than 31 days.

To this end, your written authorisation below will allow Loomis (or any outsourced service provider) to approach any of the following that they reasonably require to contact, in order to complete the initial security screening process, including but not limited to verifying your employment/unemployment record and ensuring your suitability for the role you have applied for and throughout your continued employment at Loomis UK Limited and:

- 1 Any Government agency
- 2 DVLA agency
- 3 Any credit reference agency
- 4 Your former employers
- 5 Any educational body

Loomis (or any outsourced service provider) may use internet searches to perform due diligence on certain levels of candidates in the course of recruitment. Where we do this, we will act in accordance with our data protection and equal opportunities obligations. Loomis reserves the right to amend and/or change this arrangement in line with contractual requirements at its absolute discretion.

Personal data will only be used for the purposes of security screening in line with the Vetting Policy and any documents presented to establish identity and proof of residence will be checked. Any original documents that appear to be forgeries will be reported to the relevant authorities.

Should you be successful in your application for employment and have passed the security screening, your personal data will be used in accordance with the Company's Privacy and Data Retention Policies.

For all other applicants for whatever reason do not become an employee of the Company – any personal data held by Loomis (or any outsourced service provider) will be securely and confidentially destroyed within 6 months as outlined in our Data Retention Policy. If we wish to keep the data for longer then we will request this from the applicant.

I confirm that I have read the above statement and understand the Company's policy in relation to vetting and the use of my personal data.

Print Name

SignatureDate