

Candidate Screening Report



THIS IS TO CERTIFY THAT Mr Adam Lead

NI Number: YP302223C

Has been screened up to 26-Aug-2010 in accordance with the Test report
standard for Lloyds TSB

Vetting Solutions Centre standard terms and conditions apply.
A copy can be read at www.vetting.co.uk

REFERENCE SUMMARY INFORMATION

SCREENING START DATE 23-Aug-2010

SCREENING END DATE 26-AUG-2010

Reference Type	Referee	From	To	Status
Employment	Bristol City Council	12-Sep-2006	23-Aug-2010	Complete
Employment	City Group PL	01-Feb-1988	07-Sep-2006	Complete
Personal	Sheila Burrows	01-Aug-1975	26-Aug-2010	Complete
Personal	Mr. Alan Kirby	01-Jan-1963	26-Aug-2010	Complete
LOA				Complete
ProofID				Complete
ProofAddress				Complete
CreditCheck				Complete
Right to work				Complete

Notes for Mr Adam Lead

26-Aug-2010 15:16 / User - Tom Anderson(Administrator) / Source - Reference / Privacy - Public
Employment REFERENCE COMPLETED Bristol City Council

26-Aug-2010 15:16 / User - Tom Anderson(Administrator) / Source - Reference / Privacy - Public
REFERENCE UPDATED

26-Aug-2010 15:16 / User - Tom Anderson(Administrator) / Source - Reference / Privacy - Public
Employment REFERENCE ENTERED Bristol City Council

26-Aug-2010 15:13 / User - Tom Anderson(Administrator) / Source - Reference / Privacy - Public
Personal REFERENCE COMPLETED Mr. Alan Kirby

26-Aug-2010 15:13 / User - Tom Anderson(Administrator) / Source - Reference / Privacy - Public
REFERENCE UPDATED

26-Aug-2010 15:13 / User - Tom Anderson(Administrator) / Source - Reference / Privacy - Public
Employment REFERENCE COMPLETED City Group PL

26-Aug-2010 15:13 / User - Tom Anderson(Administrator) / Source - Reference / Privacy - Public
REFERENCE UPDATED

26-Aug-2010 15:13 / User - Tom Anderson(Administrator) / Source - Reference / Privacy - Public
Employment REFERENCE UPDATED : City Group PL

26-Aug-2010 15:03 / User - Tom Anderson(Administrator) / Source - Reference / Privacy - Public
Employment REFERENCE ENTERED Bristol City Council

26-Aug-2010 15:00 / User - Tom Anderson(Administrator) / Source - Reference / Privacy - Public
Personal REFERENCE COMPLETED Sheila Burrows

26-Aug-2010 15:00 / User - Tom Anderson(Administrator) / Source - Reference / Privacy - Public
REFERENCE UPDATED

26-Aug-2010 15:00 / User - Tom Anderson(Administrator) / Source - Reference / Privacy - Public
Personal REFERENCE UPDATED : Sheila Burrows

26-Aug-2010 14:58 / User - Tom Anderson(Administrator) / Source - Reference / Privacy - Public
Personal REFERENCE UPDATED : Mr. Alan Kirby

26-Aug-2010 14:55 / User - Tom Anderson(Administrator) / Source - Reference / Privacy - Public
Order Number REFERENCE COMPLETED

26-Aug-2010 14:55 / User - Tom Anderson(Administrator) / Source - Reference / Privacy - Public
REFERENCE UPDATED

26-Aug-2010 14:55 / User - Tom Anderson(Administrator) / Source - Reference / Privacy - Public
Order Number REFERENCE UPDATED :

26-Aug-2010 14:54 / User - Tom Anderson(Administrator) / Source - Reference / Privacy - Public
Right to work REFERENCE COMPLETED

26-Aug-2010 14:54 / User - Tom Anderson(Administrator) / Source - Reference / Privacy - Public
REFERENCE UPDATED

26-Aug-2010 14:54 / User - Tom Anderson(Administrator) / Source - Candidate / Privacy - Public
CANDIDATE IN PROGRESS

26-Aug-2010 14:54 / User - Tom Anderson(Administrator) / Source - Reference / Privacy - Public
Right to work REFERENCE UPDATED :

26-Aug-2010 14:52 / User - Tom Anderson(Administrator) / Source - Reference / Privacy - Public
CreditCheck REFERENCE COMPLETED

26-Aug-2010 14:52 / User - Tom Anderson(Administrator) / Source - Reference / Privacy - Public
REFERENCE UPDATED

26-Aug-2010 14:51 / User - Tom Anderson(Administrator) / Source - Reference / Privacy - Public
Proof Of Address REFERENCE COMPLETED

26-Aug-2010 14:51 / User - Tom Anderson(Administrator) / Source - Reference / Privacy - Public
REFERENCE UPDATED

26-Aug-2010 14:51 / User - Tom Anderson(Administrator) / Source - Reference / Privacy - Public
Proof Of ID REFERENCE COMPLETED

26-Aug-2010 14:51 / User - Tom Anderson(Administrator) / Source - Reference / Privacy - Public
REFERENCE UPDATED

26-Aug-2010 14:51 / User - Tom Anderson(Administrator) / Source - Reference / Privacy - Public
Letter Of Authority REFERENCE COMPLETED

26-Aug-2010 14:51 / User - Tom Anderson(Administrator) / Source - Reference / Privacy - Public
REFERENCE UPDATED

26-Aug-2010 14:51 / User - Tom Anderson(Administrator) / Source - Candidate / Privacy - Public
CANDIDATE IN PROGRESS

26-Aug-2010 14:50 / User - Tom Anderson(Administrator) / Source - Candidate / Privacy - Public
Order Number REFERENCE ADDED TO CANDIDATE : None Personal

26-Aug-2010 14:50 / User - Tom Anderson(Administrator) / Source - Reference / Privacy - Public
Personal REFERENCE ENTERED : Personal Reference 1

26-Aug-2010 14:50 / User - Tom Anderson(Administrator) / Source - Candidate / Privacy - Public
Personal REFERENCE ADDED TO CANDIDATE : Personal Reference 1

26-Aug-2010 14:50 / User - Tom Anderson(Administrator) / Source - Reference / Privacy - Public
Personal REFERENCE ENTERED : Personal Reference 2

26-Aug-2010 14:50 / User - Tom Anderson(Administrator) / Source - Candidate / Privacy - Public
Personal REFERENCE ADDED TO CANDIDATE : Personal Reference 2

26-Aug-2010 14:50 / User - Tom Anderson(Administrator) / Source - Reference / Privacy - Public
Letter Of Authority REFERENCE ENTERED : None Personal

26-Aug-2010 14:50 / User - Tom Anderson(Administrator) / Source - Candidate / Privacy - Public
Letter Of Authority REFERENCE ADDED TO CANDIDATE : None Personal

26-Aug-2010 14:50 / User - Tom Anderson(Administrator) / Source - Reference / Privacy - Public
Proof Of ID REFERENCE ENTERED : None Personal

26-Aug-2010 14:50 / User - Tom Anderson(Administrator) / Source - Candidate / Privacy - Public
Proof Of ID REFERENCE ADDED TO CANDIDATE : None Personal

26-Aug-2010 14:50 / User - Tom Anderson(Administrator) / Source - Reference / Privacy - Public
Proof Of Address REFERENCE ENTERED : None Personal

26-Aug-2010 14:50 / User - Tom Anderson(Administrator) / Source - Candidate / Privacy - Public
Proof Of Address REFERENCE ADDED TO CANDIDATE : None Personal

26-Aug-2010 14:50 / User - Tom Anderson(Administrator) / Source - Reference / Privacy - Public
CreditCheck REFERENCE ENTERED : None Personal

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CreditCheck REFERENCE ADDED TO CANDIDATE : None Personal

26-Aug-2010 14:50 / User - Tom Anderson(Administrator) / Source - Reference / Privacy - Public
Right to work REFERENCE ENTERED : None Personal

26-Aug-2010 14:50 / User - Tom Anderson(Administrator) / Source - Candidate / Privacy - Public
Right to work REFERENCE ADDED TO CANDIDATE : None Personal

26-Aug-2010 14:50 / User - Tom Anderson(Administrator) / Source - Reference / Privacy - Public
Order Number REFERENCE ENTERED : None Personal

26-Aug-2010 14:50 / User - Tom Anderson(Administrator) / Source - Candidate / Privacy - Public
CANDIDATE IN PROGRESS

26-Aug-2010 14:50 / User - Tom Anderson(Administrator) / Source - Candidate / Privacy - Public
CANDIDATE ADDED

REFERENCE DETAIL

REFERENCE ID R441
REFERENCE TYPE Letter Of Authority
REFERENCE STATUS Complete
DATA PROTECTION None

REFEREE INFORMATION

Contact Name Adam Lead
Address 208 The Limes
Harston
CB22 10QT
Cambridgeshire

Telephone 01223972671
Mobile 08703950761
Fax Number 07966943675
Email Address d.lean@vetting.co.uk

Acceptable? Yes

Authorisation and Compliance



Specialists in personnel screening

Vetting Solutions Centre
City House
Swallowdale Lane
Hemel Hempstead HP2 7EA
Tel: +44 (0) 845 643 5836
Fax: +44 (0) 845 643 5837
enquiries@vetting.co.uk

DECLARATIONS

I certify that to the best of my knowledge, the information that I have given in my application for employment is true and complete. I understand and agree that if so required I will make a Statutory Declaration in accordance with the provisions of the Statutory Declarations Act 1835 in confirmation of previous employment or unemployment. I authorize the company or its agents to approach Government agencies, former employers, educational establishments, criminal justice agencies and personal referees for information relating to and verification of my employment/unemployment record. I further declare that any documents that I provide as proof of my identity, proof of address, proof of right to work and any other documents that I provide are genuine and give my consent for these documents to be examined under a UV scanner or similar device. I acknowledge that any falsified documents may be reported to the appropriate authority.

DATA PROTECTION ACT 1998

Vetting Solutions Centre Ltd will use the information you have given on your application form (together with any information which we obtain with your consent from third parties) for assessing your suitability for employment. It may be necessary to disclose your information to our agents and other service providers.

By returning this form to us you consent to our processing sensitive personal data about you where this is necessary, for example information about your health, your credit status, ethnic origin, qualifications or criminal offences. You also consent to the transfer of your information to your current and future potential employers where this is necessary (this may be to companies operating abroad if you apply for work outside of the United Kingdom).

Your information will be held on our computer database and in our paper filing systems. By signing below you agree to this process and confirm that you do not have a criminal record subject to the current Rehabilitation of Offenders Act and any amendments. You have the right to apply for a copy of your information (for which we may charge a small fee) and to have any inaccuracies corrected.

DISCLOSURE

You are applying for a position of trust and in the event of your being offered employment by Vetting Solutions Centre Ltd or one of its clients we may apply for a Disclosure. However, having a criminal record does not necessarily bar you from employment. For more information ask one of our helpful staff for a copy of the CRB Code of Practice and/or our policy statement regarding ex-offenders. Disclosure information is treated in a sensitive way and is restricted to those who need to see it to make a recruitment decision. By signing this document you allow Vetting Solutions Centre Ltd and your employer to see the Disclosure. The Disclosure information is not retained i.e. it is disposed of within the timescales recommended in the CRB Code of Practice. By signing below you agree to this process.

Applicant Name _____ **NI Number** _____

Applicant Signature _____ **Date** _____

REFERENCE DETAIL

REFERENCE ID R445
REFERENCE TYPE Right to work

REFERENCE STATUS Complete
DATA PROTECTION None

REFEREE INFORMATION

Contact Name Adam Lead
Address 208 The Limes
Harston
CB22 10QT
Cambridgeshire
Telephone 01223972671
Mobile 08703950761
Fax Number 07966943675
Email Address d.lean@vetting.co.uk

Acceptable? Yes

Additional Information

UK CITIZEN? YES
EU CITIZEN? YES
*ACCESSION STATE
WORKER?*
NON EU CITIZEN?
DOCUMENTATION SEEN PASSPORT



*Her Britannic Majesty's
Secretary of State*

*Requests and requires in the
Name of Her Majesty*

*all those whom it may concern to allow
the bearer to pass freely without let or hindrance,
and to afford the bearer such assistance
and protection as may be necessary.*



European Union

Union Europea – Den Europæiske Union
Europäische Union – Ευρωπαϊκή Ένωση
Union européenne – Aontais Eirpaigh
Unione europea
Europese Unie – União Europeia
Euroopan unioni – Europäische unionen

United Kingdom of Great Britain
and Northern Ireland

Reino Unido de Gran Bretaña e Irlanda del Norte
Det forenede Kongerige Storbritannien og Nordirland
Vereinigtes Königreich Grossbritannien und Nordirland
Hrvatsko Braštvo i Hrvatska Republika
Royaume-Uni de Grande-Bretagne et
d'Irlande du Nord
Ríocht Aontaithe na Breataine Móire agus
Tuaisceant Éireann
Regno Unito di Gran Bretagna e Irlanda del Nord
Verenigd Koninkrijk van Groot-Brittannië
en Noord-Ierland
Reino Unido da Grã-Bretanha e da Irlanda do Norte
Isón-Britannien ja Póhlois-Islánnin yhdistynt
kuningaskunta
Förenade Konungariket Storbritannien och Nordirland

PASSPORT

Pasaporte – Pas – Reisepaß – Αιολφορτίο
Passport – Pas – Passaporto – Paspoort
Passaporte – Passi – Pass

301286295

REFERENCE DETAIL

REFERENCE ID R442
REFERENCE TYPE Proof Of ID
REFERENCE STATUS Complete
DATA PROTECTION None

REFEREE INFORMATION

Contact Name Adam Lead
Address 208 The Limes
Harston
CB22 10QT
Cambridgeshire
Telephone 01223972671
Mobile 08703950761
Fax Number 07966943675
Email Address d.lean@vetting.co.uk

Acceptable? Yes

Additional Information

PROOF OF ID METHOD 1 PASSPORT
PROOF OF ID METHOD 2
PROOF OF ID METHOD 3



*Her Britannic Majesty's
Secretary of State*

*Requests and requires in the
Name of Her Majesty*

*all those whom it may concern to allow
the bearer to pass freely without let or hindrance,
and to afford the bearer such assistance
and protection as may be necessary.*



European Union

Union Europea – Den Europæiske Union
Europäische Union – Ευρωπαϊκή Ένωση
Union européenne – Aontais Eirpaigh
Unione europea
Europese Unie – União Europeia
Euroopan unioni – Europäische unionen

United Kingdom of Great Britain
and Northern Ireland

Reino Unido de Gran Bretaña e Irlanda del Norte
Det forenede Kongerige Storbritannien og Nordirland
Vereinigtes Königreich Grossbritannien und Nordirland
Hrvatsko Braštvo i Hrvatska Republika
Royaume-Uni de Grande-Bretagne et
d'Irlande du Nord
Ríocht Aontaithe na Breataine Móire agus
Tuaisceant Éireann
Regno Unito di Gran Bretagna e Irlanda del Nord
Verenigd Koninkrijk van Groot-Brittannië
en Noord-Ierland
Reino Unido da Grã-Bretanha e da Irlanda do Norte
Isón-Britannien ja Póhjois-Islánnin yhdistyvät
kuningaskunta
Förenade Kungariket Storbritannien och Nordirland

PASSPORT

Pasaporte – Pas – Reisepaß – Αιολφορτίο
Passeport – Pas – Passaporto – Paspoort
Passaporte – Passi – Pass

301286295

REFERENCE DETAIL

REFERENCE ID	R443
REFERENCE TYPE	Proof Of Address
REFERENCE STATUS	Complete
DATA PROTECTION	None

REFEREE INFORMATION

<i>Contact Name</i>	<i>Adam Lead</i>
<i>Address</i>	<i>208 The Limes Harston CB22 10QT Cambridgeshire</i>
<i>Telephone</i>	<i>01223972671</i>
<i>Mobile</i>	<i>08703950761</i>
<i>Fax Number</i>	<i>07966943675</i>
<i>Email Address</i>	<i>d.lean@vetting.co.uk</i>
<i>Acceptable?</i>	<i>Yes</i>

Additional Information

Proof Address Method 1

Utility Bill (Less than 3 Months)


British Gas

MR D LEAN
37 THE LIMES
HARSTON
CAMBRIDGE
CAMBRIDGESHIRE
CB2 5QT 44130



03490198432

Your electricity statement

Bill enquiries  **0845 603 0725** Please ring full number
For other enquiries please see overleaf

Your customer reference number **640 002 2233**
Please quote this if you contact us

Our address PO Box 6456, Solihull,
West Midlands B90 8YA

VAT registration number 684 9667 62

Social Obligations Leaflet

To receive our Social Obligations 2004 leaflet, detailing a record of the performance of British Gas regarding our social obligations to customers, please call **0845 955 5416**. Lines are open 8am to 8pm Monday to Friday, 8am to 6pm Saturday.

Make this your last bill

Get your next bill online and save £5 per year. Visit www.house.co.uk/nopaperbills and sign up today.

Central Heating Care

Take away the worry of central heating breakdowns this winter with Central Heating Care from British Gas. We've 5,000 expert engineers and our manned customer helpline never closes - so you can call us whenever you need to. Call **0845 850 0835**, quoting **BMCH**.

Save up to £1 in every £3* you spend heating your home with loft and cavity wall insulation from British Gas. For a free quotation call **0845 971 7731** quoting **MNTY**.

*Source: Energy Savings Trust. Conditions apply

Is your boiler up to another winter?

If not, you should think about replacing it now! Currently we've some great offers on new energy-saving boilers which could also save you money on your heating bills. To arrange a free quotation call **0845 7 754 754** quoting **AW26**. Alternatively visit house.co.uk/heating

Bill date & tax point	1 April 2005	
Balance brought forward	8 January 2005	cr £297.72
Refunded to you	15 January 2005	£297.72
	New balance b/fwd	£0.00

Day	
Present reading	72985 taken on 29 March 2005
Previous reading	71600 taken on 30 December 2004
Electricity used	1385 Units - 1 unit is 1 kilowatt hour (kWh)

Night	
Present reading	21780 taken on 29 March 2005
Previous reading	21527 taken on 30 December 2004
Electricity used	253 Units - 1 unit is 1 kilowatt hour (kWh)

Total electricity used	1638 Units (kWh)	
for first	219 kWh at 10.279 pence per kWh	
for last	1419 kWh at 6.027 pence per kWh	
	Cost of electricity used	£108.03

Dual Fuel Discount	30 December 2004 to 29 March 2005	
	89 days at 3.9140 pence per day	cr £3.48
	Sub total excluding VAT	£104.55

	VAT at 5.0%	£5.22
	Total charges	£109.77

Less your payments	13 JAN '05 to 13 MAR 05	cr £158.50
	Total payments - thank you	cr £158.50

Balance carried forward cr **£48.73**

This is for information only. This balance will be carried forward to your next statement.

S	02	807	007
	10	1278	2970 822

cr = Payments & credits

REFERENCE DETAIL

REFERENCE ID R444
REFERENCE TYPE CreditCheck

REFERENCE STATUS Complete
DATA PROTECTION None

REFEREE INFORMATION

Contact Name Adam Lead
Address 208 The Limes
Harston
CB22 10QT
Cambridgeshire
Telephone 01223972671
Mobile 08703950761
Fax Number 07966943675
Email Address d.lean@vetting.co.uk

Acceptable? Yes

Additional Information

ON ELECTORAL ROLL? YES
KNOWN AT CURRENT ADDRESS? YES
BANKRUPT? NO
CCJS? NO
NUMBER OF ADDRESSES SEARCHED 1



Primary Applicant

Credit Report: SIMON KUDZU

Input Details

Name: MR SIMON KUDZU
Current Address: 29, X9 9AJ
 Date of Birth: 07/10/1965 Date & Time of Search: 05/03/2008 17:42:01
 Amount: Not Entered Term: Not Entered
 Credit Search Purpose: Employee Check (Non-SHARE) Number of Applicants: 1
 Credit Search Ref: {E4777248-B554-4069-B6C7-257FE624DC00}

Overall Summary

Address Confirmation

<u>Address</u>	<u>Level</u>	<u>Source</u>
C 29 FLOWER STREET, TEST TOWN X9 9AJ	Individual	Electoral Roll

Public Information

Current BAI Record:	No
Currently Restricted:	No
Number of Discharged BAIs in Last 6 Years:	0
Number of Active CCJs:	1
Number of Satisfied CCJs:	0
Total Value of Active CCJs:	£ 501

Credit Searches

NB. These counts are based on checking credit applications and business searches

Number of Searches in Last 3 Months:	0
Number of Searches in Last 12 Months:	0
Number of Home Credit Searches in Last 3 Months:	0

Undeclared Links

Number of Undeclared Addresses:	0
Number of Undeclared Aliases:	0

Notices

Notice of Correction Present:	Yes
Number of Notices of Dispute:	0

CallScore - a Fair Isaac score	741
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Residency Confirmation

Electoral Roll

Public Information

Credit Search History

REFERENCE DETAIL

REFERENCE ID R449
REFERENCE TYPE Employment
REFERENCE STATUS Complete
DATA PROTECTION None

REFEREE INFORMATION

Contact Name Mr Andrew Hoare
Company Name City Group PL
Address City Group, City House
Swallowdale Lane
Hemel Hempstead
HP2 7EA
Hertfordshire
Telephone 01442419400
Mobile
Fax Number 08703450761
Email Address

Candidate Supplied Information			Referee Supplied Information			
<i>From</i>	<i>To</i>	<i>Job Title</i>	<i>From</i>	<i>To</i>	<i>Job Title</i>	<i>Not Avail?</i>
01-Feb-1988	07-Sep-2006	Manager	01-Feb-1988	07-Sep-2006	Manager	

Dismissed? No
Re-Employ? Yes

Fax



To: Mr Andrew Hoare
City Group Plc

From: Vetting Solutions Centre
Hemel Hempstead

Fax: 01442 419401 Pages: 1

Phone: 01442 419400 Date: 11th January 2010

Re: **Urgent Employment Request** CC:

Dear Sir/Madam,

The candidate named below has applied for the position of Manager and has given us permission to contact you for a reference. We would be grateful if you would kindly confirm the information given to us by the candidate and answer a few questions listed below. Your urgent confirmation of this information by return fax to 01384 484039 or posted to the below address will assist this candidate.

Candidate Name	Adam John Lead	Address
NI Number	YP302223Z	208 The Limes, Harston CB22 10QT
Date of Birth	25/3/1951	

Employment Details: Operations Director
Reason for Leaving: Resigned

If the employment details above are correct tick here If not please amend in the table below:

From	To	Job/Course Title	Reason for Leaving
------	----	------------------	--------------------

Please Assess:	Excellent	Good	Fair	Poor
Honesty/Trustworthiness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance/Timekeeping	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sobriety	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Suitability for Position	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Would you re-employ this person? YES If no is this Company Policy? _____

Do you know of any reason why this person should not be employed in a position of trust and responsibility? NO

Signed: A. Hoare Name: ANDREW HOARE

Position: DIRECTOR Date: 15/1/2010

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Specialists in Personnel Screening Software

REFERENCE DETAIL

REFERENCE ID R450
REFERENCE TYPE Employment
REFERENCE STATUS Complete
DATA PROTECTION None

REFEREE INFORMATION

Contact Name *Helen Kirby*
Company Name *River Worcester Limited*
Address *Unit 5, Brunel Lock
Cumberland Basin
Worcester
BS1 6SE*
Telephone *01179031522*
Mobile *08703450761*
Fax Number
Email Address

Candidate Supplied Information			Referee Supplied Information			
<i>From</i>	<i>To</i>	<i>Job Title</i>	<i>From</i>	<i>To</i>	<i>Job Title</i>	<i>Not Avail?</i>
<i>12-Sep-2006</i>	<i>23-Aug-2010</i>	<i>Operations Manager</i>	<i>12-Sep-2006</i>	<i>23-Aug-2010</i>	<i>Operations Manager</i>	

Dismissed? No
Re-Employ? Yes

Fax



To: Mrs Helen Kirby
River Worcester Limited

From: Vetting Solutions Centre
Hemel Hempstead

Fax: 01442 419401

Pages: 1

Phone: 01442 419400

Date: 14th January 2010

Re: **Urgent Employment Request**

CC:

Dear Sir/Madam,

The candidate named below has applied for the position of Manager and has given us permission to contact you for a reference. We would be grateful if you would kindly confirm the information given to us by the candidate and answer a few questions listed below. Your urgent confirmation of this information by return fax to 01384 484039 or posted to the below address will assist this candidate.

Candidate Name	Adam John Lead	Address	
NI Number	YP302223Z		
Date of Birth	25/3/1951	208 The Limes, Harston CB22 10QT	

Employment Details: Operations Director
Reason for Leaving: Resigned

If the employment details above are correct tick here If not please amend in the table below:

From	To	Job/Course Title	Reason for Leaving
------	----	------------------	--------------------

Please Assess:	Excellent	Good	Fair	Poor
Honesty/Trustworthiness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance/Timekeeping	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sobriety	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Suitability for Position	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Would you re-employ this person? No If no is this Company Policy? YES

Do you know of any reason why this person should not be employed in a position of trust and responsibility? No - if it wasn't company policy we would re-employ

Signed: H. Kirby Name: HELEN KIRBY
Position: Manager Date: 14/Jan/2010

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REFERENCE DETAIL

REFERENCE ID R447
REFERENCE TYPE Personal
REFERENCE STATUS Complete
DATA PROTECTION None

REFEREE INFORMATION

Contact Name Mr. Alan Kirby
Address 27 Sheldon Park Road
Worcester
West Midlands
Telephone 01905755465
Mobile
Fax Number
Email Address

Candidate Supplied Information			Referee Supplied Information			
<i>From</i>	<i>To</i>	<i>Relationship</i>	<i>From</i>	<i>To</i>	<i>Relationship</i>	<i>Not Avail?</i>
<i>01-Jan-1963</i>	<i>26-Aug-2010</i>	<i>Friend</i>	<i>01-Jan-1963</i>	<i>26-Aug-2010</i>	<i>Friend</i>	

Acceptable? Yes

10th January 2010



Mr Alan Kirby
27 Sheldon Park Avenue
Birmingham
B27 8UJ

Vetting Solutions Centre Limited
City House
Swallowdale Lane
Hemel Hempstead Industrial Estate
Hemel Hempstead
England HP2 7EA

Tel: 0845 643 5836
Fax: 0845 643 5837
e-mail: enquiries@vetting.co.uk

Dear Sir / Madam,

Re: Adam Lead

The above-named has applied to us for employment. Your name has been given as a referee and we would be grateful if you would kindly insert the information required below.

Your reply will be held in accordance with the Data Protection Act 1998 and a return addressed envelope is enclosed for your reply, alternatively you can fax it to us on **0845 643 5837**. Our address is shown below should you lose the envelope. Your co-operation would be appreciated. If you need to contact us please call **0845 643 5836**.

Yours faithfully
Nicola Beels
Screening Manager

How long have you known the applicant? Please state the month and year (mm/yyyy)?	18 YRS
Please indicate your relationship to the applicant (eg: friend, etc, you cannot be a relative or partner)	CLOSE FRIEND
Is the applicant in your opinion honest, reliable and of sober habits?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Do you know of any reason why the applicant should not be employed by us?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If Yes please give reasons and also make a general comment on the character of the applicant	Excellent character

Signature of Referee..... *[Handwritten Signature]* Name (Printed)..... A KIRBY.....

Occupation..... OPERATIONS MANAGER Date 15/1/2010

Data Protection Act. The information contained in this document is confidential within the guidelines set out in the Data Protection Act 1998 and is intended for the exclusive use of Vetting Solutions Centre Ltd and its customers. If this letter has been sent to you by mistake please contact us immediately so that we can arrange for its return. Any disclosures, reproduction, distribution, other dissemination or use of this communication is strictly prohibited. The applicant may request to see any information held on our files. Do you wish your name to be withheld if the applicant wishes to see the file Yes No

Reference Detail

REFERENCE ID R448
REFERENCE TYPE Personal
REFERENCE STATUS Complete
DATA PROTECTION None

REFEREE INFORMATION

Contact Name Sheila Burrows
Address 13 Rayners Close
Fowl mere
Royston
Hertfordshire

Telephone
Mobile
Fax Number
Email Address

Candidate Supplied Information			Referee Supplied Information			
<i>From</i>	<i>To</i>	<i>Relationship</i>	<i>From</i>	<i>To</i>	<i>Relationship</i>	<i>Not Avail?</i>
<i>01-Aug-1975</i>	<i>26-Aug-2010</i>	<i>Friend</i>	<i>01-Aug-1975</i>	<i>26-Aug-2010</i>	<i>Friend</i>	

Acceptable? Yes

12th January 2010



Mrs Sheila Burrows
13 Rayners Close
Royston
SG4 6YH

Vetting Solutions Centre Limited
City House
Swallowdale Lane
Hemel Hempstead Industrial Estate
Hemel Hempstead
England HP2 7EA

Tel: 0845 643 5836
Fax: 0845 643 5837
e-mail: enquiries@vetting.co.uk

Dear Sir / Madam,

Re: Adam Lead

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Yours faithfully
Nicola Beels
Screening Manager

How long have you known the applicant? Please state the month and year (mm/yyyy) ?	16 yrs
Please indicate your relationship to the applicant (eg: friend, etc, you cannot be a relative or partner)	NEIGHBOUR
Is the applicant in your opinion honest, reliable and of sober habits?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Do you know of any reason why the applicant should not be employed by us?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If Yes please give reasons and also make a general comment on the character of the applicant	Very Trustworthy
Signature of Referee..... <i>S Burrows</i>	Name (Printed)..... SHEILA BURROWS
Occupation..... RETAIL MANAGER	Date 19/1/2010

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Specialists in Personnel Screening Software