

Employment Screening Application

Introduction

As part of our on-boarding procedure all successful applicants go through our employment screening process. This policy helps to ensure that all new employees are reliable and honest therefore protecting the interests of our company, existing employees, clients, partners and other stakeholders. The background checks made will establish your eligibility to work in the UK, confirm your identity, verify details of your previous employment and qualifications and where necessary. A criminal record check and financial checks with a credit reference agency will also be undertaken.

The employment screening process will fully comply with Data Protection and other applicable laws. We will advise you of the results from the screening process and give you the opportunity to explain or clarify any discrepancies.

- All fields are mandatory so please take care to complete the form fully. Missing information will result in delays which could mean your employment commencing later than scheduled.
- Please ensure the consent declaration at the end of this form is signed and dated.
- If you have any questions regarding this form or the screening process please contact **<insert contact name / phone number / email address within your organisation>**

Supporting Documents for Criminal Record Checks

- Where a criminal record check is required supporting documents must be provided.
- **Please supply three documents.**
- At least one document must display your current address.
- One document from Group 1 **plus** two further documents from any of group 1, 2A or 2B

GROUP 1

Passport – Current/Valid, any nationality
UK Residence Permit
Driving Licence Photocard – Full/Provisional, Current, UK or EU
Birth Certificate – UK, issued within 12 months of birth
Adoption Certificate – UK

GROUP 2A

Current Driving Licence Photocard – outside EU
Current Paper Driving Licence – UK, issued < 1998
UK Birth Certificate issued 12 months+ after birth
Marriage / Civil Partnership Certificate
HM Forces Card
Firearms Licence

GROUP 2B

Bank or Building Society Statement*
Bank of Building Society Opening Letter*
Credit Card Statement*
Utility Bill*
Benefit Statement*
Letter from Central Government or Local Authority giving entitlement e.g. HMRC, DWP, Local Council*
Mortgage Statement**
Financial Statement e.g. Pension/Endowment**
P45 or P60**
Council Tax statement**

* Issued in last 3 months ** Issued in last 12 months

Personal Details

Title	
First name	
Middle name(s)	
Family name	
Date of birth	

Previous names

Have you ever been known by a different name? If 'YES' please enter them below.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
--	------------------------------	-----------------------------

First name	Middle names(s)	Family name

Additional Personal Details

If a Criminal Record Check is required please enter the following details.

These data items are mandatory in order to make a Criminal Record Check application.

Town of birth	
Country of birth	
Nationality	
Mother's Maiden Family name	

Do you have a UK National Insurance Number?	If YES insert National Insurance Number below									
<input type="checkbox"/> YES	<input type="checkbox"/> NO									

Do you have a Passport?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Country of Issue	
Passport Number				

Do you have a Driving Licence?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Country of Issue	
Driving Licence Number				

Address History

- Please provide your current address.
- **If a Criminal Record Check is required** please supply any other addresses you have lived at within the last 5 years, starting with the most recent and working back to the oldest.
- Include any non-UK addresses.
- Please provide the month and year you moved in for each address in the format MM/YYYY.
- Please repeat any addresses that you have returned to.

Current Address:

Address			
Town/city		Postcode	
Country (if not UK)		Moved in	

Previous Addresses:

Address			
Town/city		Postcode	
Country (if not UK)		Moved in	

Address			
Town/city		Postcode	
Country (if not UK)		Moved in	

Address			
Town/city		Postcode	
Country (if not UK)		Moved in	

Address			
Town/city		Postcode	
Country (if not UK)		Moved in	

Address			
Town/city		Postcode	
Country (if not UK)		Moved in	

Employment history

- Please provide details for your **<insert number>** most recent employers. **Or** (delete as appropriate) please provide details of your employment history over the last **<insert number>** years.
- **Start with your most recent employer** working back to the oldest.
- If you do not have the contact details for a person within the company please enter 'HR' in the fields for the referee.
- **If you were contracting or were a temporary employee** please provide the details for the organisation which paid your wages – in most cases this will be the recruitment agency.

Employer			
Address			
Phone Number			
Your Job title			
Start date	dd / mm / yyyy	Leaving date	dd / mm / yyyy
Reason for leaving			
Referee Name			
Referee job title			
Referee Phone / Email	/		
Can we contact this employer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No? Enter the date when we can contact	

Employer			
Address			
Phone Number			
Your Job title			
Start date	dd / mm / yyyy	Leaving date	dd / mm / yyyy
Reason for leaving			
Referee Name			
Referee job title			
Referee Phone / Email	/		
Can we contact this employer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No? Enter the date when we can contact	

Continued on next page...

Employment history continued.

Employer			
Address			
Phone Number			
Your Job title			
Start date	dd / mm / yyyy	Leaving date	dd / mm / yyyy
Reason for leaving			
Referee Name			
Referee job title			
Referee Phone / Email	/		
Can we contact this employer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No? Enter the date when we can contact	

Employer			
Address			
Phone Number			
Your Job title			
Start date	dd / mm / yyyy	Leaving date	dd / mm / yyyy
Reason for leaving			
Referee Name			
Referee job title			
Referee Phone / Email	/		
Can we contact this employer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No? Enter the date when we can contact	

Employer			
Address			
Phone Number			
Your Job title			
Start date	dd / mm / yyyy	Leaving date	dd / mm / yyyy
Reason for leaving			
Referee Name			
Referee job title			
Referee Phone / Email	/		
Can we contact this employer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No? Enter the date when we can contact	

Qualifications

- Please provide details of your highest qualifications.
- If you do not know the exact dates for your course just default to the first of the month
e.g. 01/10/2000 – 01/06/2003

Qualification 1:

University / College			
Start date	dd / mm / yyyy	Leaving date	dd / mm / yyyy
Course studied			
Qualification & grade awarded	E.g. Bsc (Hons) 2:1 or btec level 4 diploma, pass		

Qualification 2:

University / College			
Start date	dd / mm / yyyy	Leaving date	dd / mm / yyyy
Course studied			
Qualification & grade awarded	E.g. Bsc (Hons) 2:1 or btec level 4 diploma, pass		

Employment Screening Consent Declaration

Please read the following statements carefully and then confirm your consent by signing and dating the form below.

I authorise you, Know Your Candidate Ltd and your representatives to:

- Carry out checks on my employment history, education, professional qualifications and membership of professional organisations; and
- Take up character references; and
- Carry out any other background checks that are necessary, including a credit check, identity check and a criminal record check.
- Where a Basic Criminal Record Check is required I authorise Disclosure Scotland to mail my disclosure certificate directly to Know Your Candidate and consent to Know Your Candidate opening and handling my disclosure certificate. I authorise Know Your Candidate to provide details of my disclosure report to **<insert organisation name>** and to hold a copy of my disclosure until 6 months after the completion of my background check. I further authorise Know Your Candidate to only return my disclosure certificate to me where convictions are listed, where my certificate is clear I authorise Know Your Candidate to securely dispose of my certificate.

I authorise all previous employers, educational institutions, professional institutions, credit reference agencies, government organisations and others to give information about my background (including information about my employment, education, credit history, driving records, criminal records and other public records) to Know Your Candidate Ltd, and for Know Your Candidate Ltd to pass on this personal information to **<insert organisation name>** or people acting for them, in the European Union and, if appropriate, other countries regulated by data protection directives.

I understand that in some circumstances you may continue to carry out searches during the course of my employment and I agree to this.

I understand and agree that my personal information will be used for the purpose of employment screening as set out above. This information will not be disclosed for any other purpose without my express permission.

I declare that the information I have provided in connection with my application for employment to **<insert organisation name>** is true and complete to the best of my knowledge. I understand that the provision of false and misleading information may lead to the withdrawal of the employment offer from **<insert organisation name>** or, if appointed, to disciplinary action or termination of my employment contract.

APPLICANT NAME	
APPLICANT SIGNATURE	
DATE	