

Overview

This information sheet is to help you understand what is involved in the screening process and to gather the relevant information and documentation prior to your start, or if you change to a different client project, or if our client requires screening updates.

When we commence screening, you will be sent a google form to complete and will be required to upload digital copies of documents, so please have these ready in digital form prior to commencing the google form. If you have been previously screened by us, we may already have some of this information on your file, but we should indicate this.

You will be required to apply for your criminal check through the link we provide, and this should be done immediately as it can take time to process.

Google Form

SAVING – do not exit or close the form without having submitted it (you will need to press ‘next’, until you get to the last page, where the ‘submit’ button is), as you will lose the information inputted. Once submitted you can return to the form to add information.

TIME - The google form should take around 30 minutes to complete, provided you have the documents in digital form, ready to upload. At first glance, the form may appear long, but the page numbering shows the entire form, including all options, but you are unlikely to need to complete every option.

INCONSISTENCIES – we must query any information that does not match, so please check job titles, dates, addresses etc are consistent across your documents, CV and the google form you complete for us. Queries must be documented in writing and can cause delays.

SECTION	INFORMATION / DOCUMENTS REQUIRED
Personal Information	We will send you the link to a Google Form, which captures information such as your title and name (including any changes), your current and previous full home address (5 years), your personal and business e-mail address, telephone numbers, the name & address of your contracting company, your next of kin, DOB and NINO.
Identity and Right to Work	The primary document is your passport . Alternatives are acceptable, but please contact us. We are required to inspect the original document to verify your identity and right to work in the UK. For practical purposes we first ask you to upload a copy of the photo / signature page, outside front cover and page containing government stamp and crest (usually two inside front pages). We will then later in the process verify the original in person and make a certified copy.
Non EU-Passport holders Right to Work (Visa)	This additional step is for those without an EU passport and therefore without a right to work, without specific permission (visa). Again, we require a copy of the visa page in your passport, which we will then verify and take a certified copy at the time we inspect your original passport in your presence.
Proof of residency	The primary document for checking your current address is your driving licence . For practical purposes we first ask you to upload a copy of the photo element of the licence. We will then later in the process verify the original in person and make a certified copy. Alternative forms are acceptable, but must be dated within 3 months of your start date and must not be the same document used for proof of identity or right to work. Please contact us for further information.

<p>Activity History Form Work / Academic</p>	<p>You will be required to provide certain work and academic information covering up to a 5-year period, including what you have done in any gaps. This will include:</p> <ul style="list-style-type: none"> • Dates, addresses, and reasons for leaving a place of work. • Work and academic referee details, together with your permission for us to contact them, how long you have known them and in what capacity. • Details of any agency you have worked through in the relevant period, including name, dates, address and reason for leaving. • Details of any self-employment, including your business/trading name, occupation, accountant's details, contact name, job title and address. • Details of any relevant education or professional qualifications including (usually the highest level), together with a copy of the academic/professional certificate/s.
<p>CV</p>	<p>Latest version of your CV. Please ensure your work history dates match with the answers you give in the Consultant Information Form we send to you.</p>
<p>Gap Evidence</p>	<p>This relates to any gaps in your working or academic history over a period of up to the last 5 years. Evidence may be required, but this will depend on when the gap was, how long for and the activity. Evidence may need to show financial self-sufficiency and that you were not 'locked up in jail'.</p> <ul style="list-style-type: none"> • Gaps of 3 months or more require gap evidence, such as copy bank statements, passport stamps, hotel or flight information • Gaps of 1-3 months may simply need a brief explanation of reasons why.
<p>Disclosure and Barring Service (DBS) Check</p>	<p>We require a Basic Level Criminal Records Check and you will receive an email from a company called Sterling (please check your junk folder) with a link through which you can apply. The search details convictions and conditional cautions considered unspent under the Rehabilitation of Offenders Act 1974.</p>
<p>Credit Check</p>	<p>You will be asked to give us permission to run Credit Checks against you, which are made against your current, previous and linked addresses. We use Sterling and it checks the electoral roll and for CCJ's, Bankruptcy/IVA information and linked address information. (International credit checks are required if you have resided outside the UK at any time during the past 5 years, which can take longer to obtain).</p>
<p>Sanctions Check</p>	<p>You will be asked to give us permission to run Sanctions Checks against you, which are made against your name on 3 lists online that are kept up to date by the Government. We may also run a complete world sanctions check via 'Know Your Candidate'. These government lists look at things like financial targets, terrorists, narcotic traffickers etc.</p>
<p>Other Checks</p>	<p>You will be asked to give us permission for additional checks, including those requested by individual project clients. These checks include but are not limited to the following:</p> <ul style="list-style-type: none"> • Companies House / Directorship • Money laundering • Social Media • Civil Litigation • Benefits claims – details of claim and benefit type • Further internal checks required by the project client

Bank Details Form	You will also be asked to separately provide your bank details for payments
Additional Items	There are additional questions to be answered and this will be your opportunity to inform us of anything that might come up in a search or that should be revealed. You will be able to provide details on the matter and prior disclosure is always appreciated and may well be viewed beneficially.