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INFORMATION SECURITY  
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# Screening Services 2012

- Pre-employment Screening
- One off, bespoke and standard options
- No set up fees or minimum numbers
- Criminal Record Bureau Checks
- Domestic Extremist Checks
- Positive Open Source Intelligence searches



Certificate Number IS69591



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## What is pre-employment screening?

Pre-employment screening is also known as vetting or background checking. It is usually carried out on new job applicants but is also been legally required for some roles such as those working with children or vulnerable adults (Criminal Record Bureau checks).

## What is Red Flag checking?

Databases and searches provide part of the story, but what about unexplained gaps, anomalies and other concerns? Agenda adds human intelligence to its checks.

## What screening should I carry out?

Choosing a screening level can be confusing because there isn't one agreed standard:

- The Government's Baseline Personnel Security Standard (in which Agenda is named) offers comprehensive guidelines for those working in or for Government.
- Centre for the Protection of National Infrastructure and BS78 offers guidance with regards to pre-employment screening.

Organisations often opt for bespoke screening options for specific roles - to assist in the choice of an appropriate screening level we have developed the list opposite and the matrix on the back page. We offer free advice if you are unsure.



## What are the key checks?

The choice of screening comes down to the level of risk to your organisation that an individual might pose. Examples would include carrying out criminal checks for warehouse personnel, credit history checks in the finance department and DVLA Drivers Licence checks in delivery driver team.

But before any check can be carried out it is essential to firstly obtain the permission of the individual and secondly to confirm the true identity of the person so that we can be sure that all checks conducted relate to the appropriate person and not a fake or assumed identity.

## Key checks often include:

- Identity Check, checking true identity.
- Right to Work (Immigration Status).
- Employment History Verification.
- Criminal Record Check.

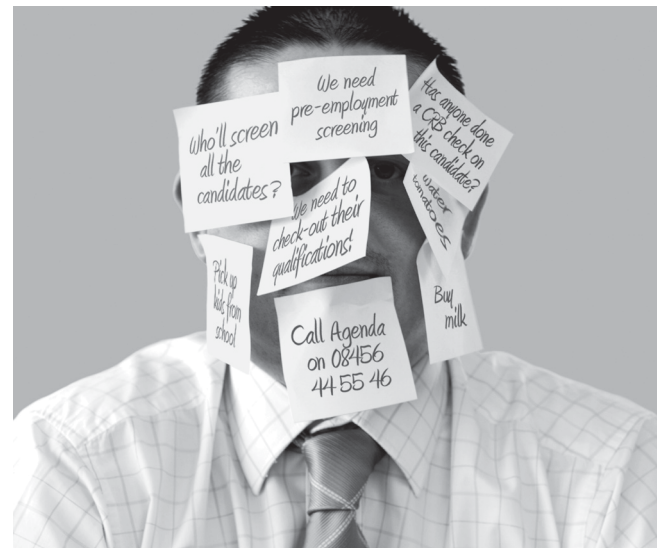
## What are the benefits?

**Save Time:** We will save you time, our turnaround times are industry leading. Our processes save busy HR staff 20/30 minutes per candidate.

**Save Money:** We will save you money by freeing up your time to carry out more high priority tasks. It is more cost effective to use us than to have a costly in-house team.

**Peace of Mind:** We ensure that all checks are conducted diligently, with 24/7 monitoring using a fully audited, date/time/operator stamped processes.

**Reduce Risks:** We protect you against those that do not have your interests at heart, creating a safer and more productive working environment. Bespoke screenings to reduce your risks.



## Other Key Benefits

With the average cost of turnover and fines for employing illegal workers increasing getting the recruitment and selection process right is more important than ever. A robust pre-employment screening process delivers many tangible benefits, we have listed some below:

- Reduce staff turnover and employment costs by hiring better staff,
- Avoid fines, e.g. for employing illegal workers,
- Demonstrate a Duty of Care to current staff,
- Reduction of petty theft and fraud, one client reported a 40% drop after using us for 5 years,
- Compliance with legislation or regulations e.g. SIA or Criminal Record Bureau checks,
- Safeguard organisational image, brand and protect stakeholders' interests,
- Reduce the risks of infiltration by activists, terrorists or spies,
- Protect data, intellectual property and information e.g. Sarbanes Oxley/Basel II and forthcoming Basel III,
- Demonstrate to clients/suppliers your commitment to protecting their information,
- Having a screening process will put off undesirable applicants,
- Screening contractors and agency personnel protects your organisation.

Identity and Address Confirmation Checks			
Identity Confirmation	An essential element, includes positive identification with verification and validation of identity documents		POA
Address Confirmation	Verification of address, including Electoral Roll:	Current Address 3 Year Address History 5 Year Address History 10 Year Address History	POA POA POA POA
Employment, Right to Work and Qualification Checks			
Employment/Education Confirmation: Verification of available records and validity of information provided e.g. company no longer trading	Verification of employment/education history:	Current Employment 3 Year Employment 5 Year Employment 10 Year Employment	POA POA POA POA
Right to Work Check	Verification of the right to work and any limitations		POA
Candidate Telephone Interview	Experienced interviewers conduct full security and HR interview		POA
Reference Checks	Each referee is checked to ensure that they are genuine		POA
National Insurance Number Check	Official confirmation of National Insurance Number		POA
Qualification and Professional Membership Checks	Confirmation from the awarding body to validate authenticity, including as appropriate grades obtained		POA*
Criminal and Sanctions Checks			
Criminal Record Bureau Checks	Legally required for certain positions such as those working with children, if you are unsure please ask		POA*
Criminal Checks	Basic unspent conviction checks carried out through Disclosure Scotland or Access Northern Ireland		POA*
Sanctions and Politically Exposed Persons Checks	Over 100 lists detailing over 160,000 individuals identified as fraudsters, extremists or carrying significant risk to organisations		POA
Background and Social Checks			
Financial Check	Confirmation of credit history and outstanding judgements		POA
Deep Web Internet Mining	Positive Open Source Intelligence to establish conflicting associations, over 20 Billion pages checked		POA
Media Search	Extensive check of media sources in relation to the candidate		POA
Organisational Due Diligence and Directorship Checks	Confirmation of organisation registration or directorship Basic due diligence report on the organisation and directors		POA POA
Civil and Litigation Checks	Detailed search of all UK cases		POA
UK Drivers Licence Check	Official confirmation of validity of documentation and endorsements		POA
Specialist and Other Optional Checks			
Animal Rights Connections Check	Search of a unique database of individuals with associations and/or sympathies for animal rights causes		POA
Employment GAP Analysis	Confirmation of Gaps and Identification of areas of concern		POA
Enhanced Red Flag Analysis	Detailed examination of information, documentation and conflicting information. Highlighting of gaps, anomalies and other red flags		POA
Doctor (GP) Check	Confirmation of status and misdemeanours/disciplinary actions		POA
Mortality Checks	Verification that the person is or is not listed as deceased		POA
Express Checks	Reduction of agreed turnaround time by 50%		POA
Global Checks	Global checks are also available, please ask for details		POA
FSA Register	Check under FSMA 2000 and Money Laundering Regs 2007		POA
Property Ownership Check	Basic ownership		POA
Duplicate Certificate			POA

\* These charges do not include any fees required by the agency or provider; these will be re-charged at cost.

## Example Screening Options

The table below shows some commonly used options but we can design a screening package to suit your exact needs.

Example Screening Options	Low Risk	Medium Risk	High Risk	Baseline Personnel Security Standard (BPSS)	BS7858 Security Screening
<i>The service provider may charge a fee.</i>					
Employment Status	Temporary, Contractor & Interim	Full Time Employee	Management, Sensitive Roles	BPSS Working with or for Government	Employed in a Security Role
Identity Confirmation	Y	Y	Y	Y	Y
Current Address Check	Y			Y	
5 Year Address History		Y	Y		Y
Internet Mining Search	Y	Y	Y	Y	
3 Year Employment History		Y	Y	Y	
5 Year Employment History					Y (Written)
Personal Referee					Y (2)
Professional Membership / qualification			Y		
Right to Work and immigration Status				Y	Y
Employment Gap Analysis		Y	Y	Y	Y
Criminal Records Bureau or Unspent Criminal Record (+ fee)			Y # (unspent)	Y # (unspent)	Y # (Unspent if no SIA licence)
Directorship			Y		
National Insurance Number (NINO)	Y	Y	Y	Y	
Personal Credit History			Y		Y
Media Search	Y	Y	Y		
Sanctions Searches:	Y	Y	Y	Y	
<b>Total Fee</b>	POA	POA	POA	POA	POA
Turnaround (working days)	3	5	10	8	10

The fees quoted do not include the following charges/requirements:

# Additional fee will be incurred with this service.

Screening Level	
Documents Required for All Screenings	Passport or UK photo driving licence, utility bill for current address in name of candidate, CV or details of three years employment history, details of any immigration visa or Right to Work in the UK for foreign nationals and a signed data subject consent form providing permission to conduct the screening.
High Risk and BPSS	Qualification certificate or details.

With over 50 different screening options covering the globe the above is just a small sample of the options that we can provide, we know that one size does not fit all and we offer free advice to ensure you get the most cost effective solution to suit your needs.