

# SEARCHLIGHT

BACKGROUND SCREENING &  
CRIMINAL RECORD CHECKS

"Look into their past to safeguard your future"



A DIVISION OF



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Reg. No: 1996/029013/23 VAT No: 4070159498

## CONSENT BY APPLICANT / EMPLOYEE

I, the undersigned

\_\_\_\_\_

(full name and surname)

ID / Passport number

\_\_\_\_\_

Residing at

\_\_\_\_\_

(address)

Email Address:

\_\_\_\_\_

### Candidate Disclosure:

1. Criminal Record Check:

YES	NO
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I, hereby, consent the duly authorised agent, **Searchlight Background Screening and Criminal Record checks** a division of **D&K Management Consultants cc**, to make my name, surname and identity number available to the South African Police Service.

I, furthermore authorise the South African Police Service to furnish personal information regarding my criminal background, criminal history, previous convictions and/or any other relevant information such as usually furnished by the Criminal Record Centre of the South African Police Service in the regard, to the duly authorised agent, **Searchlight Background Screening and Criminal Record checks** a division of **D&K Management Consultants cc**.

I understand that it is a condition of the South African Police Service, that –

*a) The information is furnished solely for the purpose of my proposed employment/continuation of my employment;*

*b) Any information furnished to the duly authorised agent, will be disclosed to me / my recruitment agent for comments before a decision is made on my employment/application; and*

*c) The duly authorised agent is responsible for verifying the accuracy, in every respect, of the information furnished by the South African Police Service.*

## 1. Other

I furthermore authorise the duly authorised agent to verify any information I have provided in my *curriculum vitae* and give permission for the following verifications to be conducted on my name and identity number.

ITC / Credit Verification:

YES	NO
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Qualification Verification:

YES	NO
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Reference Verification:

YES	NO
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Other:

YES	NO
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Candidate Consent:

I, hereby, consent that the following:

Company, its duly authorised agent, **Searchlight Background Screening and Criminal Record checks** a division of **D&K Management Consultants cc** and its data providers to process my personal information and conduct background verification checks including but not limited to, credit verification, criminal record checks, qualification verifications, employment reference verifications, fraud prevention checks, ID verifications, FAIS comprehensive searches, professional association confirmations, driver's license verifications, social media searches etc.

Have read through the above and understand that all personal information is disclosed in confidence and will be kept confidential in a safe and secure manner.

I, hereby, authorise the communication of the results of the background checks to the Company and **Searchlight Background Screening and Criminal Record checks** a division of **D&K Management Consultants cc** who, in turn, will keep a copy on record, as per company policy for a period of five (5) years.

I, hereby, authorise **Searchlight Background Screening and Criminal Record checks** a division of **D&K Management Consultants cc** to receive and store my personal information for current, future or continued verification purposes (whether for the Company or for other legitimate / legal purposes).

I, hereby, authorise confirm that I have been informed of and understand the purposes of the background checks and that my consent is given voluntarily without coercion and that I may request a copy of this consent form to retain for my own purposes, should I wish to do so.

I am fully aware that any information furnished to the **Searchlight Background Screening and Criminal Record checks** a division of **D&K Management Consultants cc** will be disclosed to me upon written request and that I may dispute any information in the record as prescribed in the POPI (Protection of Personal Information Act 4 of 2013) or the NCA (National Credit Act 34 of 2005).

**Searchlight Background Screening and Criminal Record checks** a division of **D&K Management Consultants cc** is responsible for verifying the accuracy of information furnished by the South African Police Service.

Where my personal history requires background checks to be conducted in foreign countries, where I have previously worked, studied or resided, my data may be transferred to and processed in the foreign countries, where the data protection laws may not be as strict.

In processing my personal information, the **Searchlight Background Screening and Criminal Record checks** a division of **D&K Management Consultants cc** may have access to personal information of mine that is sensitive, including information about criminal behavior related to the commission of or alleged commission of offences and my credit history.

I, confirm that I have been informed that I have the right to withdraw my consent at any time by informing the Company that I wish to do so by completing submitting this request in writing.

I am also entitled to object to the processing of my personal information and to obtain a copy of my personal information at any time.

Requests pertaining to consumer credit information will be provided for the below prescribed purposes only:

- For employment in a position that requires honesty in dealing with cash and/or finances (as per relevant job description received from the Company)
- Fraud detection and fraud prevention services.
- For the purpose of criminal background checks, my fingerprints will be captured and stored for a reasonable period.
- The purpose of background screening, including any other verifications, as required by the company, is for consideration of the results by the Company as part of my application and/or my suitability for employment purposes.

I, \_\_\_\_\_ (**name and surname**), hereby, declare that, to the best of my knowledge and belief, all of the information provided in connection with this application is full, correct and up to date, and undertake the responsibility to supply any additional information that may be required by **Searchlight Background Screening and Criminal Record checks** a division of **D&K Management Consultants cc** to verify the information given and will inform the Company of any alteration to the information provided, should the need arise.

I, furthermore unconditionally indemnify the duly authorised agent and the South African Police Service and all its members, employees as well as the Government of the Republic of South Africa against any liability which results or may result from furnishing information in this regard.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_