**Employee Screening Form**

The questions within this form are required to be answered by you so that Vizone International is compliant with our client’s existing and new employee policy. We will be verifying the information supplied within the form so if you have any reason to contact us prior to returning it please contact the Vizone International Central Services – System Administrator (see Roles and Responsibilities Matrix)

You will not be in receipt of any results from the checks made but Vizone International may contact you about any areas of concern.

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME:** |  | | |
|  | | | |
| **CHARACTER REFERENCES** | | | |
| **Input the details of a person we can contact to supply us with a Business Reference** | | NAME:  ADDRESS:  PHONE No.: | |
| **Input the details of a person we can contact to supply us with a Personal Reference** | | NAME:  ADDRESS:  PHONE No.: | |
| **QUALIFICATIONS / PROFESSIONAL CREDENTIALS** | | | |
| **Input any academic qualifications you have gained and the school, college, university etc. you received them from** | | Qualification: | Academic Institute: |

|  |  |  |
| --- | --- | --- |
| **Input any professional qualifications or credentials you have gained and the college, university, institution etc. you received them from** | Qualification: | Academic Institute: |
| **Have you ever had any professional credentials removed from you?** | YES / NO  (if yes please supply credential type and reason for removal in the space provided below) | |
| **EMPLOYMENT HISTORY** | | |
| **If not supplied within your resume, can you input the details of your employment history for the past seven years or for your last three employers…whichever period is longer, and the name of your direct report** | Employer, Address and Direct Report: | Dates of Employment: |

|  |  |  |
| --- | --- | --- |
| **RESIDENTIAL HISTORY** | | |
| **If not supplied within your resume, can you input the details of your residential history for the past seven years** | Address: | Dates of Residence: |
| **COURT and POLICE RECORDS** | | |
| **Have you ever had reason to be arrested by the police for any felony or dishonesty convictions** | YES / NO  (if yes please supply details in the space provided below) | |
| **Have you ever had reason to be summoned to court for any felony or dishonesty convictions** | YES / NO  (if yes please supply details in the space provided below) | |

**Self Declaration:**

I hereby declare that the information I have supplied within this document is accurate and entire at the date of completion.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for completing this form

Can you now ensure that you return the form to the Vizone International Central Services – System Administrator (see Roles and Responsibilities Matrix) along with a copy of your latest resume, birth certificate, driving licence and passport and complete the boxes below:

|  |  |  |
| --- | --- | --- |
| **Copy of Resume Supplied** | **YES / NO** | **Signed:** |
| **Copy of Birth Certificate Supplied** | **YES / NO** | **Signed:** |
| **Copy of Driving Licence Supplied** | **YES / NO** | **Signed:** |
| **Copy of Passport Supplied** | **YES / NO** | **Signed:** |

**THIS SECTION IS TO BE COMPLETED BY VIZONE INTERNATIONAL CENTRAL SERVICES ONLY**

|  |  |
| --- | --- |
| **This section completed by:** | NAME: |
| **Date and time form was received:** |  |
| **Have all sections been completed?** | YES / NO (if no please detail section not completed) |
| **Has the Self Declaration been signed and dated?** | YES / NO |
| **Have all required documents been supplied?** | YES / NO (if no please state which document(s) is missing) |
| **Further action required?** | YES / NO (if yes please state the action(s) required and  person to complete each action) |
|  |  |
| **Employee Passed Screening** | YES / NO |
|  |  |
| **Date Form Completed:** | DATE: |
|  |  |
| **VI Systems Administrator Signature:** |  |

If any escalation of approval is required from the information given or discovered from this document the Vizone International Commercial Director will be contacted and the ultimate decision as to employment will be theirs.