



## **Guidance Notes for completing the pre-employment checks (China)**

Congratulations on being offered a role at Microsoft, we look forward to you joining us soon.

You will be aware that at Microsoft we are committed to promoting a safe and secure work environment for our employees and our customers; and as part of that process we conduct some pre-employment checks.

I wanted to provide you some information that will assist you in understanding how the checks are conducted and to help you provide the information as swiftly as possible to prevent unnecessary delay.

The Company that we use to carry out the checks is called 'First Advantage' and they will contact you directly to start the process.

### **What Happens next?**

You will shortly receive a 'Welcome' email from First Advantage. Attached to the email will be a Microsoft consent form called a 'Disclosure and Authorisation' form. Please ensure that you print this document off, review, sign and upload it with the First Advantage questionnaire.

First Advantage will ask a series of questions in respect of your Education, Employment, Professional Qualifications (as they are relevant to your role at Microsoft) as well as request for you to provide some of your personal details and a copy of your passport.

Please try to complete the questionnaire within 48 hours of receiving the email so that your information can be processed as quickly as possible.

### **The questionnaire, what you need to know and how to prepare for it.**

The list below may help you complete your questionnaire and is based on the feedback we have received to make the pre-employment check process go smoothly.

#### **Personal Details**

We encourage you to answer as many questions as possible, as the feedback we have received shows that leaving questions unanswered may result in you receiving further contact from First Advantage.

#### **Address History**

You will be asked to provide your address history, dependent on your residence, this could be for the last seven years.

## **Activity History**

First Advantage use this term to describe the checks they conduct on your employment, highest education and your relevant professional qualifications.

### **Employment history for the last 7 years**

Please provide as much information as possible. First Advantage will request permission to contact your employer (previous or present) to confirm that you worked for them. We recognise that this may be difficult for you in respect of your current employer so there is an option to delay this check. If you choose not to allow First Advantage to contact your current employer, you will be asked to provide some documentary proof of your employment.

Should you approve, First Advantage will contact your former and/or previous employer(s). In cases where First Advantage is not successful in contacting a former employer, First Advantage may request additional, supporting documentation from you.

### **Education or future Graduate**

First Advantage will need to confirm your highest level of education. This could be a degree or diploma but may also be your highest level of schooling.

If you are a future graduate and are due to complete your qualification, please provide as much information and your future graduation date.

## **Professional Qualification**

If you have a professional qualification that is relevant to the role you have been offered at Microsoft (e.g. you included it on your CV or Resume or referred to it in your interviews), First Advantage may request details of your qualification or accreditation. First Advantage may only need to verify information you have used in your application.

## **Identity**

First Advantage will request a scanned copy of your National ID card, in accordance with the applicable system for identity verification.

## **Document Section**

In this section you will be able to upload a scanned copy of your National ID Card which is mandatory. This section is also where you attach a copy of your "Disclosure & Authorisation" form and other supporting documents if they are relevant.

## **Criminal Check**

In China, First Advantage will conduct a check to identify if you have any disclosable criminal convictions.

**Additional Contact from First Advantage**

If First Advantage is unable to validate any of the information that you have provided (e.g. previous employment where the Company has gone into liquidation) either they or us, the Microsoft 'Background Screening' team, will contact you for further information.

We hope that we can complete the checks as quickly and efficiently as possible so you can start in your new role with us as soon as possible but if you are having difficulty please contact us at [asiabsp@microsoft.com](mailto:asiabsp@microsoft.com)

Thank you

**Microsoft Global Security Background Screening Team**