

Criminal Check – Switzerland

For any documents that you are asked to submit, please be sure that they are clear and legible. Please note, that we are unable to proceed with our checks without the requested documents, therefore we would appreciate if you could provide us with them as soon as possible in order to avoid delays.

Important:

- Please only provide passport number, if you do not hold Swiss ID card.

FAQ:

- What is I-Cover/Advise Data?

It is the name of our vendor, who obtains the copy of your certificate on our behalf. Their address details are visible on the consent to enable them to collect the required information. Please do not remove these details.

- I have previously been screened by HireRight – could you use the results or consent forms sent by back then?

Please note HireRight is only allowed to keep screening records for three months after the screening has been completed. Furthermore, we are not allowed to use records that were obtained during your screening for another prospective employer in the process we are conducting now.

- Why do I have to complete this document?

The document is required by the authorities to disclose your records. Without the document completed and signed by you, they are not allowed to release any information to us.

- Can I amend any details if I make a mistake?

Yes.

- Can I sign the document electronically?

No, the document has to be hand-signed.



Letter of Authority

Please read carefully and sign the following statement

I hereby consent to I-Cover or any employee or agent of I-Cover the authority to obtain a copy of my criminal record extract in accordance with local applicable laws with regards to an employment application that I-Cover is currently assisting with.

I hereby authorize and require that I-Cover conducts a criminal verification in Switzerland about me and communicates this information only to my current / future employer.

My personal details are (necessary for the check):

Full Legal
Name: _____

Maiden/Previous Surname: _____

Swiss identity card number: _____

Passport number: _____

Date of Birth: _____

Place of Birth: _____

Mother's full name _____ Father's full name _____

The information is only for my job application and CANNOT be used in any other form and MUST be destroyed within the time required by law.

Signature _____ Date: _____

This applicant entry form is confidential and should not be viewed by anyone other than Applicant; Employer; Sources; I-Cover and their partners.