PES CERTIFICAAT Externe Medewerkers

(for English see below)

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. | | Algemeen | | | | | | | | |
|  | A | Naam leverancier | |  | | Verplicht invullen | | | | |
|  | B | Naam kandidaat | |  | | Verplicht invullen | | | | |
|  | C | Geboortedatum | |  | | Verplicht invullen | | | | |
|  | D | Geboorteplaats | |  | | Verplicht invullen | | | | |
|  | E | Nationaliteit kandidaat | | □ Nederlandse  □ Niet Nederlandse; ingezetene EER/EU/Zwitserland  □ Niet Nederlandse; niet ingezetene EER/EU/Zwitserland (Vraag 2B & 3I verplicht) | | | | | Verplicht 1 optie invullen | |
|  | F | Startdatum | |  | | Verplicht invullen | | | | |
|  | G | Omschrijving opdracht | |  | | Verplicht invullen | | | | |
|  | H | Relatie tot leverancier | | □ Medewerker in loondienst □ ZZP-er | | Verplicht 1 optie invullen | | | | |
|  | I | US Person van toepassing | | □ Ja  □ Nee | | Verplicht 1 optie invullen  US person is van toepassing wanneer minimaal een van de US-person vragen op de Eigen Verklaring met “Ja” is beantwoord. | | | | |
| 2. | | Aan te leveren bij ING | | | |
|  | A | Eigen Verklaring – Is er een vraag met “Ja” beantwoord? | | □ Ja  □ Nee | * Stuur dan ook Eigen Verklaring op naar ING | | Verplicht 1 optie invullen | | | |
|  | B | Werkvergunning + Paspoort | |  | * Opsturen naar ING indien bij vraag 1E “Niet Nederlandse; niet ingezetene EER/EU/Zwitserland” is aangekruist | | | | |  |
| 3. | | In dossier leverancier | | | | | | | |
|  | A | PES Certificate ( = dit document) | | □ Aanwezig | | Verplicht invullen | | | | |
|  | B | Eigen Verklaring | | □ Aanwezig | | Verplicht invullen | | | | |
|  | C | Geheimhoudingsverklaring | | □ Aanwezig | | Verplicht invullen | | | | |
|  | D | Kopie identiteitsdocument | | □ Aanwezig en origineel gecontroleerd op: pasfoto, lengte, leeftijd, handtekening, nationaliteit en geldigheid | | | | Verplicht invullen | | |
|  | E | VOG | | □ Aanwezig □ Volgt binnen 4 weken | | Verplicht 1 optie invullen | | | | |
|  | F | Kopie diploma’s | | □ Aanwezig en origineel gezien □ Aanwezig via DSI screening | | Verplicht 1 optie invullen | | | | |
|  | G | Referenties vorige werkgevers | | □ Aanwezig □ Aanwezig via DSI screening | | Verplicht 1 optie invullen | | | | |
|  | H | Social media check | | □ Uitgevoerd | | Verplicht invullen | | | | |
|  | I | Werkvergunning | | □ Aanwezig | | Verplicht indien bij vraag 1E “Niet Nederlandse; niet ingezetene EER/EU/Zwitserland” is aangekruist. | | | | |
| 4. | | Opmerking/Toelichting | | | |
|  | |  | | | | | | | | |
| 5. | | Ondertekening door Leverancier | | | | | | | | |
|  | | | Leverancier bevestigt hierbij dat de kandidaat geschikt, gekwalificeerd en in staat is de opdracht te vervullen. | | | | | | | |
|  | A | | Naam contactpersoon leverancier |  | | Verplicht invullen | | | | |
|  | B | | Datum |  | | Verplicht invullen | | | | |
|  | C | | Handtekening contactpersoon |  | | Verplicht invullen | | | | |

PES CERTIFICATE External Employees

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| 1. | | General | | | | | | | | |
|  | A | | Name supplier | |  | | Required | | | |
|  | B | | Name candidate | |  | | Required | | | |
|  | C | | Date of birth | |  | | Required | | | |
|  | D | | Place of birth | |  | | Required | | | |
|  | E | | Nationality candidate | | □ Dutch  □ Non-Dutch; EER/EU/Switzerland resident  □ Non-Dutch; not an EER/EU/Switzerland resident (Questions 2B & 3I required) | | | | | Required to tick one option |
|  | F | | Start date | |  | | Required | | | |
|  | G | | Description of contract | |  | | Required | | | |
|  | H | | Relationship to Supplier | | □ Candidate has an employment contract  □ Candidate is self-employed without personnel ( Freelancer) | | | Required to tick one option | | |
|  | I | | US Person applies? | | □ Yes  □ No | | Required to tick one option  If ‘yes’ is ticked against at least one of the US-person questions on the PES Statement: also tick ‘yes’ here. | | | |
| 2. | | Forward to ING two days prior to start | | | | |
|  | A | | Personal Statement – Is there a question answered with “Yes”? | | □ Yes □ No | * Forward Personal Statement to ING | Required to tick one option | | | |
|  | B | | Work permit + ID-document | |  | * Forward to ING if “Non-Dutch; not an EER/EU/Switzerland resident” is checked at question 1E. | | |  | |
| 3. | | In candidate file with supplier | | | | | | |
|  | A | | PES Certificate ( = this document) | | □ Present | | Required | | | |
|  | B | | Personal Statement | | □ Present | | Required | | | |
|  | C | | Non-disclosure agreement | | □ Present | | Required | | | |
|  | D | | Copy of identity document | | □ Present; original and checked for the following: passport, height, age, signature, nationality and validity | | | Required | | |
|  | E | | Certificate of Good Conduct (VOG) | | □ Present □ Follows within 4 weeks of start date | | Required to tick one option | | | |
|  | F | | Copy of diplomas | | □ Present  □ Present via DSI screening | | Required to tick one option | | | |
|  | G | | References from previous employers | | □ Present  □ Present via DSI screening | | Required to tick one option | | | |
|  | H | | Social media check | | □ Conducted | | Required | | | |
|  | I | | Work permit | | □ Present | | Required if “Non-Dutch; not an EER/EU/Switzerland resident” is checked at question 1E. | | | |
| 4. | | Remarks/explanation | | | | |
|  | |  | | | | | | | | |
| 5. | | Signed by Supplier | | | | | | | | |
|  | | | | The Supplier hereby confirms that the candidate concerned is suitable, qualified and able to fulfil the assignment. | | | | | | |
|  | A | | | Name contact person at Supplier |  | | Required | | | |
|  | B | | | Date |  | | Required | | | |
|  | C | | | Signature contact person |  | | Required | | | |