

CONSENT AND AUTHORISATION:

I hereby provide my authorisation and consent for HireRight, on behalf of Requestor to:

1. process my Personal Data in accordance with the verifications set out in the Information Notice and below:

- **Global Education** This check confirms academic credentials by verifying relevant education as determined by the Requestor, for example a degree, certificate or diploma claim directly with the awarding institution or its authorized agent
- **Global Employment** A check to confirm your work history. You will be asked to provide company name, location dates worked and position or title held. This information will then be verified by contacting HR or official sources at each company to be verified. The Requestor has also requested that your reason for leaving prior roles is collected. This list is a predetermined list and you will complete this within the screening form. The same list will then be sent to your prior employers to complete. Any discrepancies will be sent to the Requestor. Self-employment (if applicable) will be verified via documentation provided by you.
- **Global ID Check** You will be asked to upload a copy of your government issued ID along with completing some basic personal information within Applicant Centre 2.0 (AC2.0). Where your ID document has a machine readable code (MRZ) the MRZ will be reviewed against the information you provided to evaluate the validity of the ID. In cases where your ID document does not have an MRZ code, a copy of the ID will be sent to a vendor located in the country the ID is issued from who will perform relevant checks where such a vendor is available to validate your ID. The results of such verification will be outlined in the Screening Report. Further information as to sources and information returned can be made available on request
- **Gap Standard** When you complete the screening form if any gaps greater than 3 Month(s) are identified within the activity history you provide, the HireRight report will identify these, as well as any additional ones resulting from verified information, in the Screening Report that is prepared.
- **Criminal Check** Your address history will be used to identify jurisdictions in which you may have resided and gained a criminal conviction history which may have bearing on your suitability to carry out your role. These checks are subject to the availability of information. Requestor has performed a review of the nature of your role and determined that either a Global Criminal Check is relevant and proportionate in context of the functions of your role OR they are permitted to review this information under relevant local laws. Further information as to sources and information returned can be made available on request.
- **Address Verification** Verifies your provided residence history up to the number of years selected.
- **Global Sanctions & Enforcement** A search of over 4000 registries held by international government and regulatory enforcement organizations will be completed to identify restricted, sanctioned, and prohibited individuals. GSEC can also identify if you are a politically exposed person (PEP) and whether you appear on any negative media searches. Where information is found reporting and matching guidelines will be applied and at least two unique identifiers must be present for a result to be reportable e.g. name, D.O.B, ID number, address or employment history. You may request further information in respect to the sources used.
- **Conduct Search** In some jurisdictions either the nature of your role does not permit a criminal check to be conducted via a Government Source OR relevant laws prohibit such a check. In these instances Requestor wishes to understand if any information has been lawfully reported in public media sources where your public conduct could impact your suitability for your role. In such cases, HireRight is requested to perform a Conduct Search using established and reputable local and English language media sources. Such checks are restricted to [7] year history and results are filtered using appropriate matching and reporting guidelines. Social media sites/platforms are not searched directly. Further information as to sources searched can be made available on request.

- **Credit Check** Your address history will be used to identify jurisdictions in which you may have resided and gained a credit history which may have bearing on your suitability to carry out your role. These checks are only available in certain jurisdictions and information may be obtained from a variety of sources. Information returned may include regional court judgments, bankruptcies, voluntary arrangements, adverse financial judgment for debts and negative credit ratings. Requestor has performed a review of the nature of your role and determined that either a Global Credit Check is relevant and proportionate in context of the functions of your role. Further information as to sources and information returned can be made available on request.
- **Professional Qualification and the date achieved.**
Verification

2. contact Source(s) in order to verify the Personal Data provided by me during the screening process and to provide to Source(s) my:
 - a. name
 - b. date of birth
 - c. ID Number (where lawful); and
 - d. Supporting documents provided by myself or via my Prospective Employer during the pre-employment screening process
3. transfer the Personal Data (including sensitive Personal Data) outside of either the United Kingdom, the EEA or my country of residence to Source(s) and/or Representatives, if required to complete the verifications;
4. store the Personal Data for a period of 6 months on the HireRight Portal;
5. to prepare the Report and share with my Prospective Employer.

I further authorise any third party source contacted by HireRight to respond to any enquiries made and to provide the Personal Data requested of them, where applicable to the background screening. For the avoidance of doubt this may include:

- Current Employer
- Previous Employer
- Academic Institutions
- Professional Bodies

I confirm that my consent is provided voluntarily and that I understand that I can withdraw my consent at any time. To do so please contact kimberlyann.metz@hireright.com

I declare to the best of my knowledge that any information that I have provided with my application for employment is true, complete and correct.

Candidate Last Name Garganta First Abegail Middle Dela Cruz

Candidate Signature



Date 14 Mar 2023

Electronic Signature

Email: abegailpdc@gmail.com

IP Address: 1.37.86.53, 107.162.5.30

Dated: 14 Mar 2023: 01:55 Greenwich Mean Time