

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.
 - **Professional Reference Check Report** Due to the nature of the role a more in depth reference is required to more properly ascertain your fitness to undertake the role. You will be asked to provide details of a referee and they will be asked a set of pre-determined questions. In requesting such references referees are reminded that they have an obligation to only provide fair and accurate responses and that reasonable skill and care must be used to ensure that any reference provided is true, accurate and not misleading. However, responses to such questions are outside the control of either HireRight or Requestor. Please remember that if you wish to access the results of such a reference you should make a request directly to the referee, with a copy of such request to Requestor.
 - **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.
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 Arlene.Inglett@adp.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 Cortel First Koo Middle Acuin

Candidate Signature  Date 20 Feb 2023

Electronic Signature	
Email:	koocortel.cad@gmail.com
IP Address:	130.105.224.73, 107.162.49.40
Dated:	20 Feb 2023: 15:19 Greenwich Mean Time