

## Candidate - Reference guide for Reference Check (HireRight)

SECTION	DESCRIPTION	SUPPORTING DOCUMENTS	
		to be uploaded onto application form	Requested in an event when confirmation is not available
Employment verification	Confirmation of the required period of employment history from the appropriate HR/Personnel departments. We will attempt to confirm any periods of self-employment with the candidate's accountant, or other presentation of evidence, e.g. tax return. FSA regulated references will be obtained where available.	Just one of the following document: Payslip Employment contract Work certificate P45/P60 Bank Statement	Statement of Fact
Academic qualification Verification (degree or secondary)	Confirmation of the highest further academic qualification (awarded by university of college) or secondary education qualification. Includes dates of study, grades and dates of attainment	Diploma / Degree Certificate Final Year mark sheet	Statement of Fact
Professional qualification verification	Confirmation of professional and trade memberships and qualifications (awarded by professional bodies in line with their charters). Includes levels and dates of attainment.	Certificate of professional qualification	Statement of Fact
GAP – non-employment period	Gaps greater than one month will be investigated directly with the candidate and supporting documentation, including a statement of fact will be obtained and detailed in the final report.	Statement of Fact + Documents to point at candidate's activity or inactivity in the given period (bank statement, travel tickets etc.)	
Credit/criminal/directorship checks	HireRight use a number of vendors to conduct the searches of credit and criminal records in country of residence. For some countries additional consent form may be requested from applicant. The searches generate on the basis of address history as provided in the screening form.		
UK Criminal Check – basic disclosure	A search carried out to identify un-spent convictions recorded against the Subject in the UK.	Proof of ID & Proof of current residence (no older than 3 months)	

ID document check	Verification of machine-readable passport details. Compares the codes built in to the passport with the identity details provided by the candidate. A good quality photocopy of the relevant ID page, showing the machine readable algorithm is required.	Scan of passport/ ID or UK driver's license	
CV analysis	Cross checking information provided in the screening form with information presented in the CV.	Recent CV	
Database checks: adverse media search, FCA register search, global Watchlist check,	Done on the basis of basic personal details (name & DoB) and other secondary identifiers (ID number/employment history)		
Media Search	Extensive searches made of major broadsheets and periodicals covering a six-year period for any contributions an individual may have made or articles they may have been quoted in or are the subject of. Only negative articles will be reported. The search is global in scope.		
Address verification	6 year of address verification	Proof of residence required for every address mention in the form. If not available - SOF will need to be signed	

### Important!

It is vital for the applicant to fill in all sections with maximum information and to the best of their knowledge so the screening report is as thorough and accurate as possible. Missing out on information or provision of incorrect information may extend the time needed to complete the process and cause unnecessary confusion.

The below link may be something which might help you completing the online form. Follow the link and then select the "Preparing for a Background Check – European Edition"

<https://www.youtube.com/user/HireRightinc>