Pre-employment background check list for the client

Key aspects:

- Applicant signing of consent form
- Proof of identity and address
- Details of education and employment
- Criminal records check

1. **Educational and professional qualification**

   - The establishment attended
   - Course dates
   - Title of the course
   - Consider whether the post requires a qualifications check
   - Always request original certificates and take copies
   - Compare details on certificates etc. with those provided by the applicant
   - Independently confirm the existence of the establishment and confirm the details.
   - Confirm the Grades/Marks awarded

2. **Check previous employment**

   - dates of employment
   - position(s) held
   - duties
   - salary
   - reason for leaving
   - any employment gaps
   - Independently confirm the employer's existence and contact details
   - Confirm details with HR
   - Self-Employment References Check
   - Pre-Prepared References Validations
   - No References Scenarios