

Pre-employment background check list

Key aspects:

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

1. Identify

- Biometric identity
- Attributed identity
- Biographical identity

2. 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

3. 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

4. Gap Analysis

- Perform and validate any Employment gaps on an individual's profile & CVs.

5. Criminal record checks

- check and validate the information provided by the applicant on the application form
- establish the true identity of the applicant via identity authentication
- ensure the application form is fully completed and the information it contains is accurate
- Countersign applications to confirm that the organization has an entitlement to access criminal record information
- Court Trial Rulings
- Criminal Allegations
- Criminal Charges
- Arrest Information & Priors

6. AdverseMedia searches

- Local Media
- Worldwide Media
- Internet
- Social media