

## Why should I read CPNI's *Pre-Employment Screening* guidance?

Pre-employment screening verifies the credentials of job applicants and, as such, is a crucial element of any personnel security regime; but screening methods can vary greatly. CPNI's *Pre-Employment Screening* guidance can be used as a "one-stop" handbook for:-

**Verification of identity, the right to work in the UK, employment history and qualifications**

**Checks for criminal records, on finances and on time spent overseas**

### Overarching guidance is given on:-

- the nature and purpose of pre-employment screening
- relevant legislation
- screening standards (HMG's Baseline Standard for the public sector, National Security Vetting, British Standard 7858 used widely in the private sector)
- setting a screening policy, allocating responsibility for the process and use of third parties
- structuring the screening process (screening levels, application forms and interviews, decision-making)

### Detailed, step-by-step guidance is given on:-

- verification of identity
  - the constituents of identity (biometric, attributed and biographical)
  - identity fraud
  - paper-based, electronic and combined-approach verification
- verification of nationality and immigration status
  - the legislation
  - the process and documents to check
- qualification and employment checks and references
- criminal record checks
  - disclosure requirements
  - sources of criminal history information
  - disclosure levels (basic, standard, enhanced or a self-declaration)
  - disclosure services - registered bodies and umbrella bodies
- financial checks
- checks on time spent overseas
- online searches
- use of pre-employment screening companies
- screening of contractors

Appendices give example documents, rehabilitation periods, an explanation of the UK's points-based immigration system.

The guidance can be downloaded from the CPNI website under Personnel Security.