

### Instructions for completion

#### 1. Introduction

This short guide is aimed at Employers/Security Screening Controllers requesting Security Screening and provides information on how to complete the Security Screening Order Form. Security Screening forms can be emailed, faxed or posted to us. If you require electronic versions of any documents, then please call us on 023 8044 0866 or email [screening@eqmltd.co.uk](mailto:screening@eqmltd.co.uk).

As a Security Screening Controller (person requesting a Security Screening), you must complete this Security Screening Order Form and check that the applicant has completed all sections in the Security Screening Information Form, has signed and dated the Letter of Authority and provided enough information to enable us to carry out the Security Screening. Please advise the applicant to fully cooperate with EQM Ltd. Before sending us your screening order, please make sure you use the Security Screening Controller Checklist to make sure that the correct information and forms have been submitted. If there is any information missing or forms missing, this will delay the screening process and in extreme cases, we may have to reject the application fully.

#### 2. How to complete the Security Screening Order Form

This is a step by step guide on how to complete the Security Screening Order Form. Should you require further assistance, please contact us on 023 8044 0866 or email [screening@eqmltd.co.uk](mailto:screening@eqmltd.co.uk).

##### ➤ Section 1 – Company Information

Please enter your company name in full and company address. When a Security Screening is complete we will send the Security Screening Report to the address entered in this section.

Please enter your contact number and email address. We will need this information if we need to contact you about the screening application.

##### 1. Company Information (this is the contact information to which all correspondence will be sent)

Organisation Name: *Any Company Ltd*

Contact number: *0232 044 0866*

Address: *11 Any Road, Any Town, Any Post Code*

Email address: *jo@anyco.co.uk*

##### ➤ Section 2 – Type of Checks

Please select the type of checks that you require by placing a cross in the relevant boxes. At least one box must be ticked. The prices for each check are located next to the boxes as demonstrated below.

- a. **Employment History Check** – please tick this box if you require us to carry out an Employment History Check. **If this box is not ticked, we will assume that you are carrying out the Employment History Check yourself.** An Employment History Check also includes obtaining two Character References.
- b. **Financial History Check** – please tick this box if you require us to carry out a Financial History Check. **If this box is not ticked, we will assume that you are carrying out the Financial History Check yourself.** The Financial History Check includes checking the postal address links, County Court Judgments, Bankruptcy Orders, Aliases, Date of Birth and the Electoral Register.
- c. **Basic Disclosure** – please tick this box if you require us to obtain a Basic Disclosure (Criminal Record Check). **If this box is not ticked, we will assume that you are carrying out a Criminal Record Check yourself.** If you have selected this check, then the applicant has to complete and sign a Disclosure Scotland Application Form. Once the Disclosure Scotland Application Form has been completed, please post it to us as we must submit originals of these forms. We will send the necessary guidelines on how to complete a Basic Disclosure Scotland Application Form when we send out the application form.
- d. **DVLA Drivers Licence Check** – this check is optional and not part of the Security Screening Process. It is an additional service that we offer. If you have selected this check, then we will send you a DVLA Driving Licence Application Form, which is just a one page document that can be emailed or faxed.

2. Type of Checks (please place a cross <b>x</b> in the relevant boxes to indicate the type of checks that you require)	
a. Employment History Check	<input checked="" type="checkbox"/> £100.00 Plus VAT
b. Financial History Check	<input checked="" type="checkbox"/> £10.00 Plus VAT
c. Basic Disclosure	<input checked="" type="checkbox"/> £44.00 No VAT
d. DVLA Drivers Licence Check (optional)	<input type="checkbox"/> £15.00 Plus VAT
3. Application Details (all sections must be completed)	

### Important Note

To comply with the Security Screening British Standard BS7858:2006, the Security Screening must include an Employment History Check (5 years minimum), a Financial History Check and a police disclosure of convictions record check (for those working under the ACPO security systems policy) or a Disclosure from the CRB or Disclosure Scotland. This is why it is very important for you to choose carefully and clearly on which checks you require us to carry out. For example, if you do not carry out PNC Checks or any other police checks yourself, then you must tick the Basic Disclosure Option to instruct us to carry out a Criminal Record Check.

### ➤ Section 3 – Application details

- a & b.** Please enter the full name of applicant and the position that they have applied for.
- c.** Please select how many years you want us to screen. If you require just a 5 year employment check, then you must tick the 5 year option. A 5 year employment history check is the standard requirement. If you want an extended period, then you must select the extended period option and state the total of years you want us to cover. i.e. if you want us to carry out a 7 year employment history check, enter the number 7 before the 'Years' in section 3.c
- d.** Please tell us the reason you require a Security Screening to be carried out on your applicant.
- e.** Please enter the start date when the applicant will / has started with your company. The date must be entered in the format DD/MM/YYYY.

### Important Note

If the applicant has already started provisional employment with your company, we will not carry out Limited Screening (telephone screening) on your applicant, as Limited Screening must be completed before the applicant's start date. Therefore, if you require us to carry out Limited Screening, please make sure you place your screening order at least 2 days before the applicant's start date. For your peace of mind, you may want to telephone us to bring this requirement to our attention, if the start date is imminent.

- f.** If there is any other information that we should know about then please enter it here. For example, if this screening is an urgent request then please let us know in this section.

3. Application Details (all sections must be completed)	
a. Full name of screening applicant:	<i>John Smith</i>
b. Position applied for:	<i>Service Engineer</i>
c. If you have selected for an Employment History Check to be carried out, then please confirm how many years you would like covered:	<input checked="" type="checkbox"/> 5 Years (minimum) <b>or</b> <input type="checkbox"/> an Extended Period of _____ Years
d. The reason for this screening is:	<input checked="" type="checkbox"/> New Employee <input type="checkbox"/> Transferred to Relevant Employment <input type="checkbox"/> Subcontractor <input type="checkbox"/> For SIA Licensing <input type="checkbox"/> Other (please state):
e. Provisional Employment commenced / will commence on:	<i>02/08/2010</i>
f. Is there any additional information that EQM Ltd should be informed of? :	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (If yes, please state): <b>Please do not contact the applicant's current employer until further notice</b>

### ➤ Section 4 – Declaration by the Security Screening Controller

Before you sign and date the Security Screening Order Form, please make sure that you have carefully read the declaration.

Please print your name clearly in CAPITAL LETTERS, as this will be the name in which all correspondence will be sent. Finally, sign and date the Security Screening Order Form with your position at the company.

Print Name: <u>JOE BLOGGS</u> (this is the name to which all correspondence will be sent)	
Signed: <u>J. Bloggs</u>	
Position: <u>Managing Director</u>	Date: <u>12/07/2010</u>

## Security Screening Order Form

### 1. Company Information (this is the contact information to which all correspondence will be sent)

Organisation Name:

Contact number:

Address:

Email address:

### 2. Type of Checks (please place a cross ✕ in the relevant boxes to indicate the type of checks that you require)

- |  |                          |                  |
|--|--------------------------|------------------|
| a. Employment History Check              | <input type="checkbox"/> | £100.00 Plus VAT |
| b. Financial History Check               | <input type="checkbox"/> | £10.00 Plus VAT  |
| c. Basic Disclosure                      | <input type="checkbox"/> | £44.00 No VAT    |
| d. DVLA Drivers Licence Check (optional) | <input type="checkbox"/> | £15.00 Plus VAT  |

### 3. Application Details (all sections must be completed)

a. Full name of screening applicant:

b. Position applied for:

c. If you have selected for an Employment History Check to be carried out, then please confirm how many years you would like covered:  5 Years (minimum) *or*  an Extended Period of \_\_\_\_\_ Years

d. The reason for this screening is:  New Employee  Transferred to Relevant Employment  Subcontractor  
 For SIA Licensing  Other (please state):

e. Provisional Employment commenced / will commence:

f. Is there any additional information that EQM Ltd should be informed of? :  No  Yes (If yes, please state):

### 4. Declaration by the Security Screening Controller

*I confirm that I have fully completed this Security Screening Order Form and understand that any information missing will cause delays in the screening application.*

*I confirm that the applicant named in section 3.a of this Security Screening Order Form has read and understood the guidelines on the front page of the Security Screening Information Form.*

*I confirm that I have read and understood the guidelines on the front page of the Security Screening Information Form and the Security Screening Procedure.*

*I confirm that the applicant has signed and dated a Letter of Authority and a copy is enclosed.*

*I confirm that I have checked and verified the applicant's identification and current address in accordance with the Security Screening Procedure.*

*I confirm that I have reviewed the information in the Screening Information Form and confirm that the information is complete and accurate.*

*I understand that if there are any mistakes or missing information on the Screening Information Form or Letter of Authority, the screening application may be rejected and returned.*

*I hereby authorize External Quality Management Ltd to utilize Statutory Declarations to cover gaps in the employment history, as is deemed necessary and in accordance with British Standard 7858:2006 Para 4.5f.*

*I hereby authorize External Quality Management Ltd to extend the period of employment history being checked beyond the period as stated above if it is considered to be in our best interests, i.e. the best interests of the client company.*

*I confirm that this screening will be handled in accordance with the agreement between EQM Ltd and us (the client company).*

*I confirm that I have enclosed payment for the total amount and made it payable to EQM Ltd.*

Print Name: .....  
(this is the name to which all correspondence will be sent)

Signed: .....

Position: ..... Date: .....