

## SECURITY CHECKS

Modern jobseekers are by now, used to various forms of paperwork they are expected to provide when seeking employment such as filling out application forms and providing evidence of their right to work within the UK.

Agenda also conducts rigorous security screening of job applicants we either employ directly, or those we recommend to our clients for employment. This is to ensure that all applicants supplied or recommended by Agenda do not present a security risk to the extensive list of employers we work with.

### 1. THE PROCESS

If you are offered an interview with Agenda or one of our clients, we will ask you to provide some basic information prior to your interview so that we can conduct a basic security screening. Details we ask for include a copy of your CV including work history, your identification, proof of address and details of referees. You can enter these details online via our secure and convenient 'candidate input system', and then leave the rest to us.

If you are offered a job with Agenda or one of our clients, we will then conduct additional checks to complete a comprehensive screening process. This includes a telephone interview with you, in addition to taking references over the telephone from your nominated referees. All checks carried out are done with your consent and within a specified time period so that the recruitment process is not hampered.

### 2. CANDIDATE CARE

Agenda understands that jobseekers undergoing a pre-employment screening for the first time may be concerned or worried about submitting their personal information. We ensure our processes are designed to make jobseekers comfortable and confident in our ability to carry out the screening professionally and to take good care of their personal information. Jobseekers have access to our dedicated team to provide advice and reassurance if needed, and we also conduct regular candidate satisfaction surveys.

We hope that you find the screening process as straightforward as possible but if you have any questions along the way please feel free to contact the Screening Services team on 08456 44 55 46.