

# Employment Checks

## Authorisation form



**By signing and dating the authorisations, you are deemed to consent to our processing personal data about you where necessary for the below purposes, including the processing of any sensitive personal data about you.**

I understand that personal information about me which is obtained in the course of considering my suitability for employment will be stored and processed in accordance with the Data Protection Act 1998. The data will be processed in relation to my application to work for Experian or for the inclusion in my personal records if I become an Experian employee.

For the purposes of complying with the Data Protection Act, the personal information provided in this Form will be used by Experian Background Checking to discharge its duties as laid out in its contract with Experian, which specifically includes the passing on of personal information to Experian. This will not be disclosed for any other purpose without the express permission of the applicant.

In processing this information, Experian may use the services of third parties, possibly based outside the UK or European economic Area. However all third parties are thoroughly vetted by Experian and your information will only be used for the purposes of assessing and processing your application.

I have submitted the information only for the purpose of screening me for employment with Experian and understand that if offered the position, employment will be subject to satisfactory employer references and satisfactory results from any other background checks that may be required. If employed by Experian, such checks may then be repeated periodically throughout my employment with the Company.

I authorise Experian Background Checking or any agent thereof to carry out all necessary enquiries to verify the information I have submitted on this form or any other information which may be relevant to my application. I also authorise Experian Background Checking to verify my identity either by me providing appropriate documentation as requested or by Experian Background Checking undertaking a search to check the details supplied against my particulars on any databases to which they have access

I authorise Experian Background Checking, or any agent thereof, to make enquiries of the school, college or university or other educational establishment where a qualification was gained

I authorise enquiries to be made of my financial and credit history where applicable. These checks will only use data that is held within Experian's systems, by fraud prevention agencies or other appropriate third parties.

I understand that I will be required to produce documentation that is required by law to establish my right to work in the UK or EEA.

I understand that Experian may also require that a check is made on any criminal convictions I may have had in the past. I give consent to Disclosure Scotland to mail my disclosure certificate directly to Experian Background Checking and consent to Experian Background Checking opening and handling my disclosure certificate. I authorise Experian Background Checking to provide details of my disclosure report to Experian and to hold a copy of my disclosure until 6 weeks after the completion of my background check.

I understand that Experian Background Checking will endeavour to carry out all enquiries in a proper and sensitive way and I authorise them to speak to or otherwise communicate with me concerning any ambiguity or other reason, in order that such enquiries can fairly and diligently be carried out.

I understand that if any information gives cause for concern Experian will discuss the information with me and the possible impact on my employment.

I authorise Experian Background Checking to retain this information and to provide this to any other future employer with my consent. If you do not wish Experian Background Checking to do this please tick.

Should our investigations identify fraud or the commission of any other criminal offence by you (on your part) when applying for, or during the course of your employment with us, we will record details of this on fraud prevention databases. This information may be accessed from the UK and other countries and used by law enforcement agencies and by us and other employers (and potential employers) to prevent fraud.

If you want to receive details of those fraud prevention agencies write to us at Experian Ltd, PO Box 8000, Nottingham, NG80 7WF. You have a legal right to these details.

I declare that all the information I have given is true and I have disclosed all relevant information that could affect my candidature for the position applied for. I understand that if I have made untrue statements or wilfully been misleading in any answers given then this may subsequently lead to any offer of employment being withdrawn, or where employment has already commenced, the termination of such employment.

**Candidate name (IN CAPITALS):**

**Date:**

**Candidate signature:**

All information acquired by Experian Background Checking will be treated as strictly confidential.