

## **ARE YOU PREPARED TO BE SECURITY SCREENED FOR A ROLE IN THE SECURITY INDUSTRY?**

Security screening is a fundamental part of the application process when applying for a role in the Security Sector.

The reason for these checks is to assess whether you can be entrusted with the security of people and their property and, in some cases, whether your current circumstances make you vulnerable to coercion and therefore a potential risk, rather than an asset to the hiring organisation.

To continue to operate the business legitimately, it is mandatory for our organisation, who provide security services, to maintain the accreditation or approval ratings needed to operate, from the governing body the Security Industry Authority.

In accordance with the accreditation, we have been granted, we are legally required to complete our Screening Procedures in accordance with the BS78:58.

Therefore, the importance of security screening is the means to your successful vocation in the Security Industry.

The level of security screening is dependent on the role, but for the position of Security Guard or Emergency Response we are required to screen the last 5 years of your employment/career history. The screening process can take 4-5 weeks on average, and conditional employment can only be granted once a 3-year screening has been completed following which, a period of 12 weeks is endorsed in which to complete the 5-year screening. To help make this process as smooth and quick as possible, it is advisable to prepare in readiness the documents required for screening.

### **Your Career History**

Keep a detailed record of your career history, the most recent 5 years. You need to keep the start and end dates of the positions you have held on a day/month/year basis. As time passes, it is surprisingly easy to forget these details. We will request a reference from a former/current Employer, but there is no guarantee that these are quickly responded to.

### **Periods of self-employment/owning your own company**

If you have worked for yourself, tax returns and bank statements will be required.

### **Accounting for Gaps in your Career**

The standard also requires that breaks in employment of more than 31 days are fully explained, and vitally important evidence able to account for career gaps. For most people, it could simply be periods of unemployment, full-time caring for children, the elderly or infirm, verification will need to be provided. If you have not claimed benefits and no other documentation is available this will mean a Declaration from a character reference is required. We need to ensure that any long period out of work is not something more sinister such as a prison sentence or being held on remand. There is no need to worry about revealing periods of unemployment. In fact, claiming benefits during the periods of unemployment provides clear evidence to explain the gap.

There are many other legitimate reasons for career gaps, but if you have no documentary evidence for your day-to-day activities, such as bank statements, you may need to provide a character reference from someone who has known you and what you were doing – perhaps a neighbour or friend who has seen you regularly.

### **Periods out of the country**

When you travel or live abroad for long periods, keep a record of the dates and locations. Passport stamps, airline tickets are examples of documents that will show where you have been.

### **Educational Establishments**

If your most recent 5 years history includes attendance at school, college, or university, we will require details of these periods, providing us with dates of attendance, student number, course attended. These details are then confirmed with the establishments.

### **Checking your credit**

In all circumstances, checks will be made about your credit history – this is known as the Consumer Information Report (CIR). This is not the same as checking your credit worthiness by those lending you money: no trace of the CIR will be left, and it will have no implications for other credit checks you have.

The CIR will examine the electoral role for your current and previous addresses of the most recent 5 years and who else lives at these addresses. In addition, it will check whether you have any outstanding County Court Judgments, whether you have filed for bankruptcy/insolvency and whether you have any outstanding debts of more than £10,000, individual voluntary arrangements (IVA) of more than £15,000 and debt relief under £15,000.

**We encourage that in the first instance, you obtain A Tax Office “History of Earnings” Letter for all Tax Years for the period required. This is free and can be requested by calling HMRC on 0300 200 3300 and requesting for your 5-year employment history.**

**Your tax records can also be accessed through the GOV.UK Website, through your Gateway Account.**