



pre-employment screening

Recruiting new staff – sourcing candidates, interviewing and appointing new employees - places considerable demands upon organisations. There is always a risk that the new hire may turn out to be a less-than-perfect fit for your company, but what about their integrity? What would be the impact to the security of your intellectual capital and organisational resources if you hired someone whose actual experience and qualifications did not match those outlined in their CV, or was not, in fact, eligible to work in the UK?

At Cranleigh, we provide clients with a complete identity and reference-checking service for all their new employees, with the aim of verifying the authenticity of their work and academic history, and ensuring they have a legal right to work within the UK.

Cranleigh ensure that all pre-employment screens are carried out consistently for all new hirers, regardless of job title, nationality, or race.

The primary purpose of the pre-employment screening is to augment the recruitment process; as well as gaining insight into the honesty, reliability and integrity of a candidate, you can verify, via pre-employment screening, the identity and qualifications of candidates, by inspecting original documentation and obtaining a complete reference history for the five year period preceding the candidate's appointment.

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The Pre-employment Screening Process:

- Once an offer of employment has been made by an organisation, a copy of the candidate's CV and contact details will be forwarded to Cranleigh with the pre-employment screening request.
- After consultation with the candidate, Cranleigh will then forward the necessary documentation for them to complete and return. To ensure compliance with the UK Data Protection Act, candidates will be asked to give authorisation for Cranleigh Recruitment Ltd to undertake the necessary checks. Upon receipt of the completed documentation, Cranleigh will then undertake a full 5 year employment / academic reference check (domestic and international).
- Cranleigh investigate any gaps in the candidates employment / academic history of longer than 2 working weeks. Where necessary Cranleigh will ask the candidate to provide documentary evidence and/or a details of a character reference for verification purposes.
- Candidates are asked to provide Cranleigh with original certificates of their highest academic and, if applicable, professional qualification(s). Cranleigh then provide 'true & certified' copies to the organisation.
- Candidates are asked to send Cranleigh original documentation to confirm that they have the full right to live and work in the UK. Candidate's documentation is copied, certified and returned to them by 'Special delivery' within 24hrs upon receipt.
- Where required Cranleigh can also assist with Occupational Health Screening and facilitating the flow of information between the candidate and a screening / healthcare company.

The client is presented with a complete file containing a comprehensive documentary record of the pre-employment screening checks.

Cranleigh aim to conduct the above screening checks within 10 working days. The above process can be tailored to the specific requirements of each client.

Safeguard the intellectual capital of your organisation and take the necessary steps to authenticate your new employee's track record – give Cranleigh a call today to learn how we can introduce a pre-employment screening process for your company.



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