



Staffvetting.com

ABM UK - Application preparation and acceptable documents

Disclaimer Staffvetting.com Limited has made every attempt to ensure the accuracy and reliability of the information contained in its publications, however, it is unable to provide any warranty, either express or implied, concerning the accuracy or completeness of any such information. This publication may contain technical or other inaccuracies or typographical errors. From time to time Staffvetting.com may make changes to the information contained in its publications: these changes will be incorporated in new editions of the publication without notice. Staffvetting.com Limited, its employees and agents will not be responsible for any loss or damage incurred as a result of any use of or reliance upon the information and material contained in its publications.

BS7858 SIA Pre- Employment Screening Application requires:

- ✓ Correctly signed consent
- ✓ Combination of 3 ID and address documents (must all be valid and different, e.g. Driving Licence cannot be used for both ID and address)
- ✓ Copies of all SIA Licences held / relevant documentation provided if on letter
- ✓ Supporting evidence and full career history listed for all periods over 31 days in the last 3 full years, including employment, education, self-employment and career gaps.

Managers Checklist – Preparing your Candidate at interview stage

- ✓ Candidate must print off consent to hand-sign. If they cannot, advise them to contact the Staffvetting support team by email to info@staffvetting.com stating their application number to request digital consent.
- ✓ Candidate must provide 3 documents - Valid proof of ID, valid proof of current address and one further document of either type that must be different. They can upload using their phone or tablet device as long as full image, clear and readable.
- ✓ Candidate must provide full PAYE records for 3 years, OR two pieces of evidence, one from the start and one from the end of each period for 3 years.

Failure on any part of the above will extend completion of the pre-employment check past 72 hours, which will prevent you from putting your Candidate on site.

BS7858 - Pre-Employment checks vs Full Screening



72-Hour Pre-Employment checks:

- ✓ SIA Licence Check (on all valid licences held)
- ✓ ID Check (Sanctions)
- ✓ Credit Check
- ✓ Verification of supporting evidence for start and end of **every** period over 31 days of employment, unemployment, self-employment, benefits, education, or career gaps **within the last 3 years**



Full BS7858 Screening:

- ✓ Referencing to verify in writing start and end dates of **every** period over 31 days of employment, unemployment, self-employment, benefits, education, or career gaps **within the last 5 years**
- ✓ Contacting Applicant to request further supporting evidence for any unverified periods or gaps once referencing stage is complete.

Create As

Client

Applicant Details

Title *

Forename *

Middle Initials

Surname *

Email *

Phone

Job Reference

Application Created By *

Employee start date Day Month Year

[Next](#)

Staffvetting
Portal – visit
Self Service to
add new
Applicant and
add details,
click Next

staffvetting.com™

Default rules

BS7858:2019 SIA with Pre-Employment



Optional notes to candidate to guide them when completing their details

Please select the items that you require

Please choose the level of checks that you require

Please select all of the following mandatory requirements to ensure they are included on your screening application.

CallID

CallReport (Direct)

Previous

Enter details now

Email the applicant to complete

Application statuses and their meaning

In Progress – this means the form is still with the Applicant to complete and upload their documents

In Progress

Awaiting Approval / Awaiting Approval (NS) – mean the same thing - Applicant has filled in their form for ABM HR to check and approve. (NS) means they have not clicked on the “Submit” button, however the system knows have uploaded their consent.

Awaiting Approval

Awaiting Approval (NS)

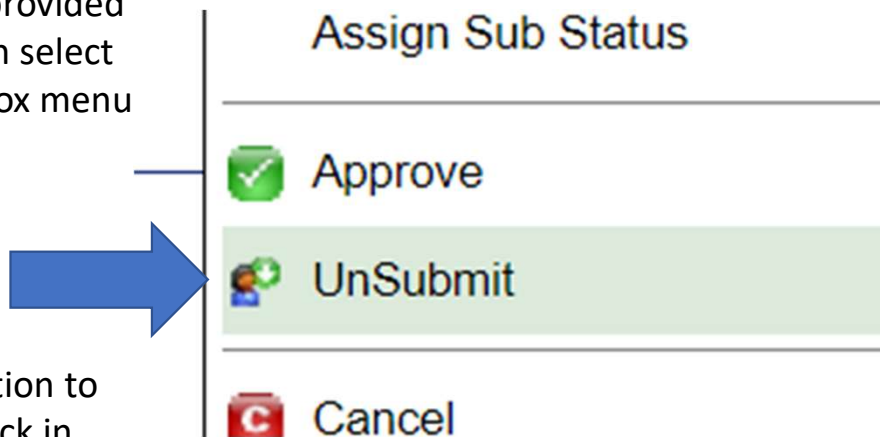
Staffvetting Portal

Once Applicants become Candidates on the portal, please wait to receive confirmation by email from ABM HR that the pre-employment checks are complete before you offer them a start date.

Un-submitting an application

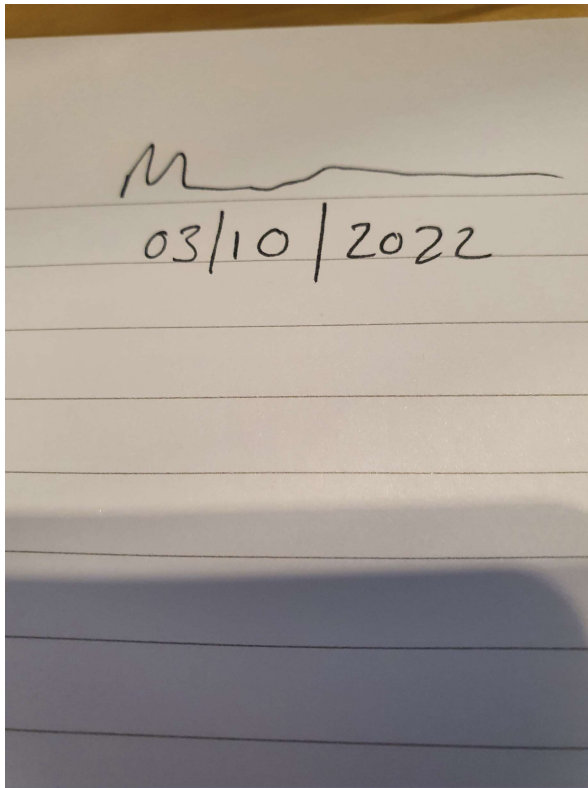
If you check a completed application and find that the Applicant has not completed this correctly or provided the right documents, you can select "UnSubmit" from the blue box menu next to their name.


This will re-open the application to allow the Applicant to log back in, amend any necessary details and re-submit for checking and approval once again. You will need to advise the Applicant to log back in to do this.



Staffvetting Portal

Incorrectly signed consent – Signed on paper, not Staffvetting form



 Not accepted

27/10/2021, 12:40 AuthorizationPrintView

DECLARATIONS

I confirm that the information I have provided in my online Screening application is true and complete to the best of my knowledge. I understand and agree that I will be subject to any or all of the checks listed: address check, international sanctions list check, financial probity check, ID verification check, Directorship check, highest academic qualification check, professional membership check, 5-year employment/education history including any periods of unemployment/self-employment and any gaps, Criminal background check, character reference check. I authorize the Company or its agents being Staffvetting.com to approach Government agencies, former employers, educational establishments, criminal justice agencies and personal referees for information relating to and verification of my employment or unemployment record. I authorize the Company or its agents being Staffvetting.com to make a consumer information search and ID check with a credit reference agency, which will keep a record of that search and may share that information with other credit reference agencies. I further declare that any documents that I provide as proof of my identity, proof of address, proof of right to work and any other documents that I provide are genuine and acknowledge that any falsified documents may be reported to the appropriate authority.

DATA PROTECTION ACT 2018

The online Screening Form and any submitted/attached documents may include "personally identifiable data" and/or "sensitive personal data" as defined by the UK Data Protection Act 2018. I hereby authorise Staffvetting.com Limited (the Data Processor), an independent agent acting on behalf of my Sponsor or Employer (the Data Controller), to process information contained in my online Screening application and in any submitted/attached documents for the purpose of verification. This may include sensitive personal data for the purposes of the UK Data Protection Act 2018 and the obtaining of documents and/or information covered by the Regulation (EU) 2016/679 of the European Parliament and/or by applicable data protection legislation which is relevant in that country. I understand and agree that, where my personal history requires background verifications to be carried out in countries where I have resided and worked, in respect of my employment, education or residency history, my data may be sent to, and processed in, those relevant countries. I understand and agree that Staffvetting.com Limited may discuss my application and any other correspondence or communication I have with them with my Sponsor or Employer.

SCREENING

I authorise Staffvetting.com Limited to verify my academic/professional qualifications (and for educational establishments to release information) as well as my employment, including my current employer. I authorise Staffvetting.com to perform a Criminal Records Check (as appropriate), to receive and copy the results of the checks at their registered address and communicate the results with my Employer. I understand that screening will take place if I have accepted an offer of employment with my Employer. I understand that if any unsatisfactory checks or references are received after I have accepted a role with my Employer that my Employer may terminate my offer of employment. I understand that Staffvetting.com Limited Screening may contact me and my referees by telephone, email, or post for the purposes set out above. I confirm that my consent is explicit, fully informed and freely given for the purposes of any or all of the background verifications stated above. You have the right to apply for a copy of your information and to have any inaccuracies corrected. By signing this declaration, I agree that I have provided complete and true information in support of the application and that I understand that knowingly making a false statement for this purpose is a criminal offence.

Please sign to confirm you agree to the above processing terms:

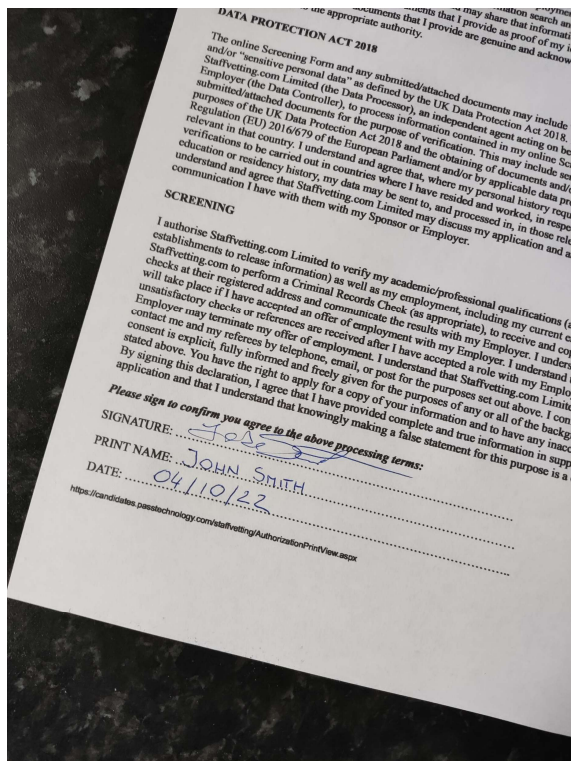
SIGNATURE: [Handwritten Signature]
PRINT NAME: JOHN SMITH
DATE: 04/10/22

https://candidates.passedtechnology.com/staffvetting/AuthorizationPrintView.aspx 1/1

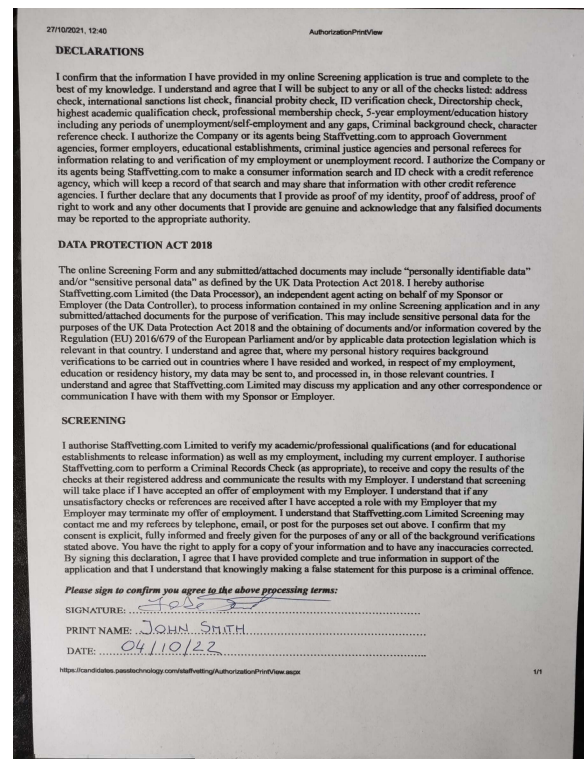
 Correct

staffvetting.com™

Incorrectly signed consent – Partial image – needs to show what Candidate is consenting to



Not accepted



Correct

staffvetting.com™

Correctly signed digital consent – Pen tool must be used, and all pages must be uploaded including audit log

staffvetting.com[™]

BS7858:2019 with SIA Licence Consent

Please read carefully before signing, printing and dating

DECLARATIONS

I confirm that the information I have provided in my online Screening application is true and complete to the best of my knowledge. I understand and agree that I will be subject to any or all of the checks listed: address check, international sanctions list check, financial probity check, ID verification check, Directorship check, highest academic qualification check, SIA Licence check, 5-year employment/education history including any periods of unemployment/self-employment and any gaps, Criminal background check, character reference check. I authorise the Company or its agents being Staffvetting.com to approach Government agencies, former employers, educational establishments, criminal justice agencies and personal referees for information relating to and verification of my employment or unemployment record. I authorise the Company or its agents being Staffvetting.com to make a consumer information search and ID check with a credit reference agency, which will keep a record of that search and may share that information with other credit reference agencies. I further declare that any documents that I provide as proof of my identity, proof of address, proof of right to work and any other documents that I provide are genuine and that any falsified documents may be reported to the appropriate authority. I understand that it may be a criminal offence to attempt to obtain employment by deception and that any misrepresentation, omission of a material fact or deception will be cause for immediate withdrawal of any offer of employment.

DATA PROTECTION ACT 2018

The online Screening Form and any submitted/attached documents may include "personally identifiable data" and/or "sensitive personal data" as defined by the UK Data Protection Act 2018. I hereby authorise Staffvetting.com Limited (the data processor), an independent agent acting on behalf of my Employer (the data controller), to process information contained in my online Screening application and in any submitted/attached documents for the purpose of verification. This may include sensitive personal data for the purposes of the UK Data Protection Act 2018 and the obtaining of documents and/or information covered by the Regulation (EU) 2016/679 of the European Parliament and/or by applicable data protection legislation which is relevant in that country. I understand and agree that, where my personal history requires background verifications which is carried out in countries where I have resided and worked, in respect of my employment, education or residency history, my data may be sent to, and processed in, in those relevant countries.

SCREENING

I authorise Staffvetting.com Limited to verify my academic/professional qualifications (and for educational establishments to release information) as well as my employment, including my current employer. I authorise Staffvetting.com to perform a Criminal Records Check (as appropriate), to receive and copy the results of the checks at their registered address and communicate the results with my Employer. I understand that pre-employment screening will take place if I have accepted an offer of employment with my Employer. I understand that if any unsatisfactory checks or references are received after I have accepted a role with my Employer that my Employer may terminate my offer of employment. I understand that Staffvetting.com Limited Screening may contact me and my referees by telephone, email, or post for the purposes set out above. I confirm that my consent is explicit, fully informed and freely given for the purposes of any or all of the background verifications stated above. By signing below you agree to this process and confirm that you do not have a criminal record subject to the current Rehabilitation of Offenders Act and any amendments. You have the right to apply for a copy of your information and to have any inaccuracies corrected. By signing this declaration, I agree that I have provided complete and true information in support of the application and that I understand that knowingly making a false statement for this purpose is a criminal offence.

Please sign to confirm you agree to the above processing terms:

SIGNATURE:  michelle.bestford@staffvetting.com

PRINT NAME: Michelle Bestford

DATE: Sep 3, 2021

Copyright © 2019 Staffvetting.com Limited v2.0



Page 1 showing consent to checks and digital signature with pen tool


BS7858 2019 with SIA Consent v2

Final Audit Report 2021-09-03

Created:	2021-09-03
By:	Jaroslav Szatkowski (Jaroslav.Szatkowski@staffvetting.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAs1cCzAsT4xSTKwL6bomVWhmJ5lX_

"BS7858 2019 with SIA Consent v2" History

- Document created by Jaroslav Szatkowski (Jaroslav.Szatkowski@staffvetting.com)
2021-09-03 - 11:58:39 AM GMT. IP address: 92.2.36.80
- Document emailed to Michelle Bestford (michelle.bestford@staffvetting.com) for signature
2021-09-03 - 11:59:20 AM GMT
- Email viewed by Michelle Bestford (michelle.bestford@staffvetting.com)
2021-09-03 - 1:02:24 PM GMT. IP address: 80.1.26.131
- Document e-signed by Michelle Bestford (michelle.bestford@staffvetting.com)
Signature Date: 2021-09-03 - 1:03:59 PM GMT - Time Source: server. IP address: 80.1.26.131
- Agreement completed.
2021-09-03 - 1:03:59 PM GMT





Page 2 or 3 showing audit log of agreement between Candidate and Staffvetting team

Career History Evidence

- PAYE records ideal evidence of employment – encourage Candidate to apply for these at interview stage.
- For Pre-Employment checks, ONE piece of evidence uploaded from the START and ONE piece of evidence from the END of any period over 31 days.
- If PAYE records cover beginning and end on that period of employment, no other supporting evidence required at that stage.
- List full career history details, including full address and contact details for each Employer/Agency/Education establishment/Accountant (for self-employment).

Career History incorrectly submitted – Various only listed and supporting evidence for several periods uploaded

Please ensure that you add full contact details and approximate start and end dates of your career history for the past 5 years including all periods of employment, education and career gaps such as unemployment, travelling, and career/maternity leave. Please ensure you must have supporting documentation for each period you list in your history

Information We Have So Far

Company	Type	From Date	To Date	Action
Various	Employment	02 Oct 2017	03 Oct 2022	 

To complete this information, select  to add or choose  to edit from the Action operations to the right of the list above.

Any missing data is highlighted above.

<< Previous

Next >>

This cannot be accepted, because the Screening Team must be able to match all periods listed in the Candidate's career history to their supporting documents. Please advise your Candidate they must list out ALL periods over 31 days on their application and upload the correct corresponding evidence to each period before submitting.

Career History – Several periods of employment and career gaps

Company	Type	From Date	To Date	Action
Employer 1	Employment	02 Oct 2017	04 Apr 2018	 
	Career Gap	05 Apr 2018	10 Aug 2020	 
Employer 2	Employment	11 Aug 2020	04 Mar 2021	 
Employer 3	Agency	05 Mar 2021	04 May 2021	 
Employer 4	Employment	05 May 2021	04 Jan 2022	 
	Career Gap	05 Jan 2022	04 Apr 2022	 
Employer 5	Employment	05 Apr 2022	04 Oct 2022	 

For Employers 1-5, supporting evidence for each period must be uploaded, either PAYE Records or one document from start and one document from end of each employment period.

For Career gaps, supporting evidence for each period must be uploaded, depending on type of gap listed. E.g. for unemployment, emails showing job interviews or applications, bank statements showing no activity; For travelling, copies of passport stamps, accommodation bookings, bank statements. For full list of documents which can be accepted, please visit our website.

Your National Insurance record

MICHELLE BESTFORD

[▶ Show your National Insurance number](#)

You have:

- 22 years of full contributions
- 30 years to contribute before 5 April 2052

You do not have any gaps in your record.

2022 to 2023	Your record for this year is not available yet	
2021 to 2022	Full year	Hide details
	You have contributions from Paid employment: ██████████ National Insurance credits: 52 weeks <small>These may have been added to your record if you were ill/disabled, unemployed, caring for someone full-time or on jury service.</small>	
2020 to 2021	Full year	View details
2019 to 2020	Full year	View details
2018 to 2019	Full year	View details
2017 to 2018	Full year	View details
2016 to 2017	Full year	View details
2015 to 2016	Full year	View details



PAYE Records vs NI Records

Cannot be accepted because only shows NI contributions from each year, and not the employer name or month and year salary received or tax paid

Income received to date

**Taxable income from
EMPLOYER NAME**

Income Tax and National Insurance paid to DATE
EMPLOYER NAME has sent us this information.

Date	Taxable income (£)	Income Tax paid (£)	National Insurance paid (£)
Starting month and year	AMOUNT	AMOUNT	AMOUNT
	AMOUNT	AMOUNT	AMOUNT
	AMOUNT	AMOUNT	AMOUNT
	AMOUNT	AMOUNT	AMOUNT
	AMOUNT	AMOUNT	AMOUNT
End month and year	AMOUNT	AMOUNT	AMOUNT
Total	AMOUNT	AMOUNT	AMOUNT

Using the figures supplied by your employer we estimate your annual taxable income from them will be £AMOUNT.

You can for this employer if it is wrong.

Using the figures supplied by your employer we estimate your annual taxable income from them will be £AMOUNT.

PAYE Records – correctly printed

Can be accepted because it shows Candidate name, Employer name and month and year salary received or tax paid. Because this shows start and end dates of employment, no further supporting document needed.



Useful links:

<https://staffvetting.com/acceptable-documents-bs7858-bpss/>

<https://www.gov.uk/government/publications/the-official-hmrc-app/the-free-hmrc-app>

[How to confirm your employment details using the HMRC app -](#)

<https://www.youtube.com/watch?v=JW9rksc5izk>

<https://staffvetting.com/wp-content/uploads/2021/11/Guide-to-accessing-PAYE-records-in-HMRC.pdf>

<https://staffvetting.com/support/bs7858support/>

Any questions?

Disclaimer Staffvetting.com Limited has made every attempt to ensure the accuracy and reliability of the information contained in its publications, however, it is unable to provide any warranty, either express or implied, concerning the accuracy or completeness of any such information. This publication may contain technical or other inaccuracies or typographical errors. From time to time Staffvetting.com may make changes to the information contained in its publications: these changes will be incorporated in new editions of the publication without notice. Staffvetting.com Limited, its employees and agents will not be responsible for any loss or damage incurred as a result of any use of or reliance upon the information and material contained in its publications.

Thank you

Disclaimer Staffvetting.com Limited has made every attempt to ensure the accuracy and reliability of the information contained in its publications, however, it is unable to provide any warranty, either express or implied, concerning the accuracy or completeness of any such information. This publication may contain technical or other inaccuracies or typographical errors. From time to time Staffvetting.com may make changes to the information contained in its publications: these changes will be incorporated in new editions of the publication without notice. Staffvetting.com Limited, its employees and agents will not be responsible for any loss or damage incurred as a result of any use of or reliance upon the information and material contained in its publications.