

Employment Screening Process

Clarion Housing Group On-boarding Data – New Hires

As part of the recruitment process with our company we carry out employment screening checks as standard practice which are performed by our screening partner CV Insight Ltd.

Clarion will initiate your screening check in the CVI Portal which will issue you with your login email to complete the CVI online screening form to commence your screening checks.

CV Insight can be contacted to assist you with the screening process. Please ensure you respond promptly to all requests from CV Insight.

What to expect from the Screening Process

You will be required to complete an online screening form which will be issued to you by CV Insight. This will provide them with the relevant information they require to perform the screening checks along with your consent to the process.

CVI will email you your login detail to an online form for completion. Clarion requires you to complete the online application within 3 days from receipt of the login e-mail.

Please be advised any delay in completing this online form will result in a delay with your employment start date as your offer of employment is dependent on the completion of your screening file by CV Insight.

Employment History

Please do not enter Clarion's details for your current role. We require details of all your employment position held prior to your offer of employment with our company.

You will be required to supply your employment history details for the last 2 years for all paid employment (cash in hand roles are classed as unemployed periods). The online form will provide you with a drop-down box to select the correct type of employment status for each role you have held.

Please ensure you take the time to complete the information as fully and accurately as possible within the online form, failure to provide the correct data could result in your file being rejected or cause delays with your screening file.

Please ensure you select the Employment Status "**Agency**" for any temporary or contract work and provide the Agency details. They are responsible for providing your reference and not the temporary company you were placed at.

If you selected the Employment status “In full time Education” please ensure you upload a copy of your education certificate if you still hold this document, this is extremely important and will help avoid delays with this area.

Please ensure you select the Employment Status ‘**Self Employed**’ for any roles where you were either using your own limited company or you were a sole trader.

If you are Self Employed either using a limited company or a sole trader please select the Employment Status “**Self Employed**”, you will be requested to provide your Accountant details.

If you did not use an Accountant, then please supply details of any umbrella company you may have used or details of your most recent client you worked for.

In instances where a reference cannot be obtained, CV Insight may request copies of your tax returns to support this period.

Marking Roles Do Not Contact

Within the CVI online portal you have the option to mark your role “Do not contact” Please only use this if you do not want the CVI Team to contact your **current employer only**.

Please DO NOT use this to for any other reason. If you select “NO” This can result in delays to your screening file as we will then have to contact you to request if this was marked do not contact in error.

Employment Gaps

As part of the screening process, you will be required to provide details of any unemployed periods over 30 days. Please clearly state the reason that you were not in paid employment during this time.

CV Insight may require either relevant supporting documents or a personal referee to substantiate these periods. We have included a guide to the type of supporting evidence that will be required.

CV Insight will contact you directly should this information be required.

Employment Queries

During your screening process, queries may arise that CVI need to resolve with you. Please ensure you respond promptly to their correspondence and co-operate fully with them so not to delay your screening file.

The CVI Team are required to investigate any employment date discrepancies that are over 30 days, in some cases you will be required to provide relevant supporting documents to cover these periods. Speed is a crucial factor in these checks so please respond to CVI fully as they may have more than one query.

Professional/Personal Gap Referee

As part of your screening, you may be required to provide details of a Professional/Personal referee who can confirm the reason for any period you were unemployed under six months or in instances where the company you worked for has ceased trading.

This referee **MUST** be someone that has known you in a professional capacity for a minimum of 3 years. This cannot be a relative, spouse or someone you live with at the same address.

In order not to delay the process, please ensure the referee you provide is happy to provide a reference on your behalf and has been made aware they may be contacted by CVI.

Specialist Checks

In some instances, as part of your screening process the following checks may be required. We have provided some additional information for this area that you may find useful.

Credit Check

This check provides us with publicly available data and highlights any large debts such as County Court Judgments, bankruptcy, and insolvency etc. It will not leave a footprint on your credit file for any other organisation such as a mortgage lender to view. The only person who will be able to see that we have accessed this information will be you if checking your credit rating.

Basic Disclosure (Criminal Check)

The Basic Disclosure is performed through Disclosure Barring Service or Disclosure Scotland. This check will highlight any convictions which are considered 'Unspent' under the Rehabilitation of Offenders Act.

Standard / Enhanced Disclosure (Criminal Check)

The Standard or Enhanced Disclosure is performed through the Disclosure Barring Service. These checks will highlight any convictions, both spent and unspent, together with details of cautions, reprimands, or any final warning on a person's record.

Uploading Documents

The CVI portal will allow you to upload your documents at the bottom of the employment history pages within the online form.

If you do not have access to a scanner you can take a picture using your smart phone. Please ensure these images are clear and legible.

The online form does **NOT** allow you to upload ANY word documents. It will only accept PDF, JPEG and Tiff images.

Assistance

Please do not hesitate in contacting CVI if you require any assistance or are experiencing any problems, they will be happy to assist you throughout the process. Their contact number is 0203 150 0775 and their operating hours are 9am to 5pm.