

Contractor screening checklist

Retrieving and recording all of the required information for pre-contract background screening can be a time consuming process. However, prior preparation will ensure the process runs as smoothly as possible and does not cause any unnecessary delays in the contract start date.

HireRight, the world's leading background screening provider and the market leader in the UK, suggests you retrieve the following information and keep it to hand:

- A scan of the information page of your passport**
- Complete address history for the previous six years**
- Five years' full employment history** – employers name, dates and position held
- Details of your accountant** – company name, contact name, address, telephone number etc
- Details of professional memberships** – A list of any professional organisations you belong to and the dates of membership, plus details of any professional accreditations you hold,
- Details of your education history** – Institution attended, dates of attendance, course title and qualifications obtained
- Make sure you are available to respond to any queries or questions.** Should there be any missing information or queries on the information supplied the screening will be delayed until the screening firm have been able to contact you.

Having the above information readily available if requested may give a contractor a competitive advantage over another candidate who submits an incomplete form or delays the screening whilst they spend time searching for the required information.

About HireRight

HireRight is a leading global provider of on-demand background screening solutions that help employers manage recruitment risk. With operational centres around the world, HireRight is trusted by more than one-third of the Fortune 500. HireRight Ltd. is an Altegrity company and member of the HireRight family of companies.

www.hireright.co.uk