

PRE – EMPLOYMENT SCREENING REQUIREMENTS

Thank you for applying to work with the Student Loans Company Ltd. This pack contains an explanation of the documentation you must bring with you to interview to prove your identity, address and right to work in the UK, as well as forms for your completion to enable our pre-employment screening. Please contact us by return if you require any assistance or further information. A hard copy of this pack posted out to you if required.

1. Forms attached for you to complete and bring to interview:

- Additional Candidate Information Form
- Background Checking Application Form (this check will only be initiated once a verbal offer is made)
- Work referee contact details (references will only be taken up once an offer is made)

2. Personal documents you must bring with you to interview:

2.1 One proof of identity document required from the list below:

- Valid passport (any nationality)
- UK Driving License (either photo card or paper)
- Original UK Birth Certificate (issued within 12 months of date of birth) (full or short form acceptable)

2.2 One proof of address document required from the list below:

- Bank or building society statement *
- Utility bill*
- Credit Card Statement*
- Store Card Statement*
- Mortgage Statement**
- Valid insurance certificate – displaying current address
- Correspondence or a document from The Department for Work and Pensions, HM Revenue and Customs; or a Local Authority e.g. Council Tax bill) **
- Mail order catalogue statement *
- Court summons**
- Addressed pay slip*
- Child benefit book**
- Driving license (either photo card or paper can be used as proof of address as long as another acceptable document is provided for proof of identity and the driving licence displays the persons current address)

*Documentation should be less than three months old

**Issued within past 12 months

2.3 Documents providing proof you can work in the UK:

This is a summary of the two lists of information provided by the Home Office:

LIST 1- only one document from below required

- A United Kingdom passport **or**
- passport of other document (eg European Economic Area Agreement state national id card, EEAA residence permit, an endorsed document or registration card) showing the right to abode/residence to work as appropriate.

OR

LIST 2 – two documents, both from the first combination or both from the second combination

First combination

A - A document containing and National Insurance Number issued by a previous employer, Inland Revenue, the Department for Work and Pensions' Jobcentre Plus, the Employment Service, the Training and Employment Agency (Northern Ireland) or the Northern Ireland Social Security Agency;

and one of the following documents from the list below:

- a birth certificate issued in the United Kingdom, the Channel Islands, the Isle of Man or Ireland which specifies the names of the holder's parents; or
- a birth certificate issued in the Channel Islands, the Isle of Man or Ireland; or
- a certificate of registration or naturalisation as a British citizen; or
- an immigration status document or letter issued by the Home Office, to the holder, which indicates that the person named in it has:
 - Been granted Indefinite Leave to Enter or Remain in the United Kingdom; or
 - Subsisting leave to enter or remain in the United Kingdom and is entitled to take the employment in question in the United Kingdom; or
 - Been granted Limited Leave to Enter or Remain in the United Kingdom and is entitled to take the employment in question in the United Kingdom.

Second combination

A - A work permit or other approval to take employment issued by Work Permits UK; **and either**

B - a passport or other travel document endorsed to show that the holder has current Leave to Enter, or Remain in the United Kingdom and is permitted to take the work permit employment in question

OR

C - a letter issued by the Home Office to the holder, confirming the same

We will unable to proceed with your application if you fail to provide the required information and documentation.



Additional Candidate Information

NAME: _____ DATE OF BIRTH: _____

1. Do you have the right to work in the UK? Yes No

If you require Home Office authorisation to work in the UK, you must provide the relevant documentation of proof, as detailed in the attached list

2. Do you meet the UK school leaving age requirements? Yes No

3. Have you previously worked for Student Loans Company? Yes No

4. Have you previously applied for a position with SLC? *Yes No

*If yes when and for what post _____

5. Have you previously been convicted of a criminal offence? *Yes No

NB Minor motoring offences and convictions which have become spent under the provision of the Rehabilitation of Offenders Act 1974 need not be disclosed

*If yes please provide details _____

6. Have you ever been subject to penalties for tax evasion? Yes No

7. Have you ever had a Student Loan? *Yes No

*If yes and your name has changed what name was your account in _____

How did you learn of this vacancy (please tick)

Please specify which (if relevant)

Job Site

Job Centre

Job Fair/Open day

Newspaper/Specialist press

SLC Website

SLC Employee referral

Speculative

Recruitment/specialist agency

Signed _____ Date _____



3 Year Pre-employment Details

Please provide contact details of referee who we may contact regarding your most recent 3 years employment history. If you are a school or college leaver please give details of your most recent place of study. These references will only be requested if you are offered employment with us.

Referees must not be related to you.

3 Year Pre-employment History		
Company Name and Contact: Address: Tel number: Email Address:	Date from:	Date to:
Company Name and Contact: Address: Tel number: Email Address:	Date from:	Date to:
Company Name and Contact: Address: Tel number: Email Address:	Date from:	Date to:
Reason for any gaps in employment:	Date from: Date from:	Date to: Date to:

N.B. Please ensure that you provide information, which covers **your full last 3 years employment history (including gaps)**. (Continue overleaf if necessary)

This completed form should be returned to the Student Loans Company at test/interview stage.

Your name: _____

Your signature _____

National Insurance Number _____

Background checking Application Form

For your prospective role within Student Loans Company we require a Basic Criminal Record, Financial Probity & I.D. Authentication Checks to be completed. This is carried out on our behalf through a third party, Experian Background Checking. This form captures the data that Experian require to perform this process on behalf of Student Loans Company. Please read the guidance notes below to enable you to complete this simple form accurately. This check will only be initiated once a verbal offer is made.

Guidance Notes

The information we require

- We require your basic personal details to carry out the check. **All the fields are mandatory.**
- It would also help us if you can supply some contact telephone numbers for you. While these aren't required to carry out the check it allows us to contact you and resolve any issues quickly if we encounter any problems when processing the check.

Copies of documentation

- We need you to provide us with the originals of 2 documents from the lists below to confirm your identity and that you live at the address you've stated. We cannot proceed with the check unless you provide these documents along with this form. **They will be photocopied and immediately returned to you at interview.**

Consent declaration

- Finally, we require you to sign the consent declaration at the end of this form. Without your consent we cannot proceed and obtain the Criminal Records Disclosure.

Documents required

We require clear and legible documents – 1 from Group 1 and 1 from Group 2.

Group 1 – Identity Documents

- Valid passport (any nationality)
- UK Driving License (either photo card or paper)
- Original UK Birth Certificate (issued within 12 months of date of birth) (full or short form acceptable)

Group 2 – Proof of address documents

- Bank or building society statement *
- Utility bill
- Credit Card Statement*
- Store Card Statement *
- Mortgage Statement **
- Valid insurance certificate – displaying current address
- Correspondence or a document from The Department for Work and Pensions, HM Revenue and Customs; or a Local Authority e.g. Council Tax bill) **
- Mail order catalogue statement *
- Court summons **
- Addressed pay slip *
- Child benefit book **
- Driving license (either photo card or paper can be used as proof of address as long as another acceptable document is provided for proof of identity and the driving licence displays the persons current address)

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Student
Loans Company

Personal Information

Section 1:

Title: Mr/Mrs/Miss/Ms: _____

All forenames: _____

Surname (family name): _____

Previous full name: _____

Reason for change: _____

Date of change: _____

Date of Birth: _____

Place of birth: _____

Nationality: _____

Mothers maiden name: _____

National Insurance number: _____

Contact Information:

Home telephone number: _____

Mobile telephone number: _____



5 year address history

Please provide your last five years of addresses, no matter how short a period of residency. All dates should be given in the format DAY / MONTH / YEAR, with an absolute minimum of MONTH and YEAR.

Date resident from:

Date resident to:

CURRENT ADDRESS

_____ POSTCODE _____

PRESENT

PREVIOUS ADDRESS 1

_____ POSTCODE _____

PREVIOUS ADDRESS 2

_____ POSTCODE _____

PREVIOUS ADDRESS 3

_____ POSTCODE _____

PREVIOUS ADDRESS 4

_____ POSTCODE _____

PREVIOUS ADDRESS 5

_____ POSTCODE _____



Student
Loans Company

Authorisations Section 3

This form cannot be processed without your signature, please ensure authorisation is signed.

Company: Student Loans Company

By signing and dating the authorisations, you are deemed to consent to our processing personal data about you where necessary for the below purposes, including the processing of any sensitive personal data about you.

I declare that all the information I have given is true and I have disclosed all relevant information that could affect my candidature for the position applied for. I understand that if I have made untrue statements or wilfully been misleading in any answers given then this may subsequently lead to any offer of employment being withdrawn, or where employment has already commenced, the termination of such employment.

I have submitted the information only for the purpose of screening me for employment with Student Loans Company and understand that if offered the position, employment will be subject to satisfactory employer references and satisfactory results from any other background checks that may be required.

I authorise Experian Background Checking or any agent thereof to carry out all necessary enquiries to verify the information I have submitted on this form or any other information, which may be relevant to my application. I also authorise Experian Background Checking to verify my identity either by me providing appropriate documentation as requested or by Experian Background Checking undertaking a search to check the details supplied against your particulars on any databases to which they have access.

I authorise enquiries to be made of my financial and credit history where applicable. These checks will only use data that is held within Experian's systems, by fraud prevention agencies or other appropriate third parties.

I understand that Student Loans Company may also require that a check is made on any criminal convictions I may have had in the past. I give consent to Disclosure Scotland to mail my disclosure certificate directly to Experian Background Checking and consent to Experian Background Checking opening and handling my disclosure certificate. I authorise Experian Background Checking to provide details of my disclosure report to Student Loans Company and to hold a copy of my disclosure until 6 weeks after the completion of my background check. I further authorise Experian Background Checking to only return my disclosure certificate to me where convictions are listed, where my certificate is clear I authorise Experian Background Checking to securely dispose of my certificate.

I understand that Experian Background Checking will endeavour to carry out all enquiries in a proper and sensitive way and I authorise them to speak to or otherwise communicate with me concerning any ambiguity or other reason, in order that such enquiries can fairly and diligently be carried out.

Candidate name (IN CAPITALS): _____ **Date:** _____

Candidate signature: _____

For the purposes of complying with the Data Protection Act, the personal information provided in this Form will be used by Experian Background Checking to discharge its duties as laid out in its contract with Student Loans Company which specifically includes the passing on of personal information to Student Loans Company. This will not be disclosed for any other purpose without the express permission of the applicant.

In processing this information, Experian may use the services of third parties, possibly based outside the UK or European economic Area. However all third parties are thoroughly vetted by Experian and your information will only be used for the purposes of assessing and processing your application. All information acquired by Experian Background Checking will be treated as strictly confidential. Thank you for taking the time to complete this form.

Returning the form

Before handing over the completed form please check that you have:

- Completed all the fields on the form**
- Provided 2 documents – 1 identity and 1 proof of address**
- Signed and dated the consent declaration above**