



# Candidate Experience

## OVERVIEW

## Automated Email Invite

- Once the Client/Recruiter sends the invite, the Candidate will receive an email notification like this.
- The Candidate must click the “**Login**” option to access the **Applicant Center** and complete the Background Screening form

HIRE RIGHT™

Camden

**We are here to help you get hired.**

Let's start your Background Verification now.

Dear Test,

London Borough of Camden has partnered with HireRight to conduct your Background Verification. Please use our online portal to provide your information. Disclosures from **London Borough of Camden** regarding this Background Verification will be provided, and your consent will be required before HireRight can begin processing your Background Verification.

Login



### Questions about Background Verifications

You may have questions about how Background Verifications work. To learn more and view our frequently asked questions, please access the page for your region:

[Americas](#)

[Asia Pacific](#)

[Europe, Middle East and Africa](#)

Need assistance?

HireRight is happy to help:

For queries in the EMEA region - Please contact [customerserviceemea@hireright.com](mailto:customerserviceemea@hireright.com) or call us at +44 800 368 0902

For queries in the APAC region - Please contact [customerserviceapac@hireright.com](mailto:customerserviceapac@hireright.com) or click <https://www.hireright.com/apac/customer-service> for a list of our Local numbers.

Sincerely,  
HireRight Customer Support

# Applicant Center Login Page

- The link will direct the Candidate to the **Applicant Center** Login page and it will require the Candidate to set a new password.
- They will also be given the option to subscribe to SMS notifications

## A warm welcome from HireRight.

Let's set up your account. All the fields below are required.

### Create New Password

Test Test

#### Best practices for a strong password

Your password requires:

- ✔ 1 Upper case letter
- ✔ 1 Number
- ✔ At least 1 special character
- ✔ more than 7 characters

Do not:

- Include your username or e-mail address
- Include personal information (your name, phone number, etc.)
- Include spaces
- Repeat the same character more than 4 times consecutively

Enter Password

\*\*\*\*\*

Confirm Password

\*\*\*\*\*

- ✔ Passwords match.

### Text Notifications

Would you like to subscribe to text messages for notifications and password resets?

Yes

I acknowledge and agree that I may receive text for notifications and password resets, and that standard data and text charges may apply.

Country Code

 +44 United Kingdom

Phone Number

11111111

No

I would like to receive emails only for notifications and password resets.



# Background Verification Instructions

- On this page, the phases of the background screening process is shown
- Basic instructions on how to fill-out the application form are also provided

The screenshot shows a web page with the HireRight logo in the top left and the Camden logo in the top right. The main heading is "Background Verification Instructions:". Below this, there is a welcome message: "Welcome to Applicant Centre! This is your personal site which will assist you through the Background Verification process. To begin please provide the information required to complete your Background Verification for London Borough of Camden." This is followed by a sub-heading: "This is the first of three distinct phases of the Background Verification process." Below this is a horizontal flow diagram with three circular nodes connected by lines. The nodes are labeled "Form", "Background Verification", and "Report & Review". The "Form" node is orange, while the other two are blue. Below the diagram, there are two paragraphs of text. The first paragraph states: "You can save your work and exit the application by clicking the 'Save' button. This application must be completed and submitted within 7 days of receiving the Background Verification request email. Once you submit your application you will not be able to make any modifications, and HireRight will start working on your Background Verifications." The second paragraph states: "While your Background Verification is in process you may be contacted by HireRight to provide additional information necessary to complete this request. Please respond to any of HireRight's requests for information as quickly as possible in order to expedite completion of your Background Verification."

# Additional Instructions

- **Additional instructions** are given when the applicant scrolls down to the bottom of the page.
- The **Start Form** button must be clicked to access the application form.

## Digital Identity Verification

As part of this background screening service, the organisation identified in your candidate invite (Hiring Entity) has requested that HireRight provide support in respect to UK Right to Work utilising Identification Document Validation Technology (IDVT) to carry out digital identity checks on behalf of British and Irish citizens who hold a valid passport (including Irish passport cards). To provide this service HireRight has partnered with Yoti, a certified digital identity provider (IDSP). The process takes just minutes and must be completed before you can proceed with the search.

Once you have completed the application forms that follow this page and provided your signed authorisation for background screening you will be taken to a dedicated page that handles the digital identity verification. Please note that you may decline the verification on this dedicated page and if you do so, this part of the check will be conducted by your Hiring Entity, if you are happy to use the digital identity verification but there are things you should do to prepare for the check, including checking that you have:

- An internet-enabled device with a camera (e.g., a smartphone)
- Passport (UK & ROI citizens) or passport card (ROI citizen)

Once you have acknowledged the Information Notice that appears on the next page you will be asked to complete the application form that follows which includes providing your legal name on the Personal Information Page. Please make sure that any identity document you provide during the Yoti experience matches the name you have provided on the Personal Information page.

Before you continue, ensure the browser's settings allow access to your device's camera. Please allow it or we can't conduct your Digital Identity Verification.

If you need help, you can visit our [Candidate Help Center](#) or contact HireRight using [Live Help](#).

HireRight is committed to protecting your privacy. Find out more about our privacy policies for your respective regions: [US](#), [EMEA](#), [APAC](#) and [Australia](#).



# Information Notice

- The Candidate will be taken to the Information Notice page.
- This provides information regarding the collection, use, transfer and storage of the Candidate's Personal Data for purposes of verifying their background.

## Information Notice

### INFORMATION NOTICE - TO BE VIEWED AND AGREED PRIOR TO CANDIDATE COMPLETING APPLICATION FORM

Please read carefully the Information Notice below. It provides important information to you regarding the collection, use, transfer and storage of your Personal Data for purposes of verifying your background in connection with your role within the organisation identified in your candidate invite (the "Requestor").

#### Notification

You have been selected by Requestor via the candidate invite to undergo certain background checks in support of undertaking a role with Requestor and hereby authorise Requestor and its subsidiaries and/or its third party provider HireRight Limited ("HireRight") and their representatives to: perform reference checks on you employment; verify any information provided through the on boarding process; conduct comprehensive background enquiries including criminal checks and credit checking (if required and permitted by applicable law); and take up personal, academic and employer references ("Screening"). HireRight representatives include (a) subcontractors appointed to support processing of data base checks, academic qualifications and references in particular where only local language sources are available; and (b) vendors appointed to support in country credit and criminal checks, where relevant; (c) HireRight group companies; (d) translation services.

In some circumstances the Screening may continue to be made during the course of your employment and the processing and release of any Personal Data obtained as a result of the Screening may be required to be sent to referees, credit agencies government bodies and other such third parties as may be reasonably necessary in the course of such Screening and during your employment.

#### Information That Will Be Collected and data processor / data controller

During the Screening you will complete an application form where you may be asked to complete the following categories of personal data. The type of data you will complete will be dependent on the Screening being undertaken:

- name;
- age and date of birth;
- place of birth;
- gender;
- your contact details (phone, address, e-mail);
- contact details of referees provided by you (name, phone, address, e-mail, relationship to you);
- education history;
- address history;
- employment history; and
- supporting documents which may include a copy of your passport, ID documentation, certificates showing qualifications (all where lawful to do so); (all "Personal Data").

#### Security measures and deletion of Personal Data

HireRight will maintain your Personal Data on a server in the United Kingdom. HireRight is committed to protecting the Personal Data that HireRight receives about individuals and both HireRight and Requestor take measures to secure your Personal Data from accidental loss and from unauthorised access, use, alteration or disclosure. Data is transferred from HireRight securely using encryption and stored on secure servers. Additionally further information security measures are in place, including access controls, physical security and robust information collection, storage and processing practices. HireRight also ensure that where electronic transfer of Personal Data to/from its representatives takes place that such transfers are also appropriately protected and are in compliance with relevant data protection legislation, including the GDPR and in accordance with any instructions provided by a data source.

Requestor and HireRight may be required to retain any of your Personal Data for a reasonable period of time in order to comply with legal and regulatory obligations and/or for any other legitimate business purpose.

Requestor and HireRight will process your Personal Data in accordance with relevant data privacy legislation.

Your Personal Data will be stored for a maximum period of 6 months by HireRight after completion of your Screening after which time your Personal Data will be securely deleted.

#### Candidate Rights

You have certain rights arising from privacy legislation in respect to the Personal Data that will be processed in relation to the Screening. Further information is available in respect to such rights at <https://www.hireright.com/emea/background-check-faq> but in summary:

- rights of access
- rights of rectification
- right of erasure
- right to object
- right to data portability

In each case your rights are exercisable against Requestor and you should direct your requests to [sarah.laws@camden.gov.uk](mailto:sarah.laws@camden.gov.uk).

If you have any questions relating to the Screening process you are encouraged to contact Requestor at the address above prior to completing the screening form.

It is confirmed that the Screening process does not include any automated decision making or profiling.

#### Legal basis for the processing

Requestor and HireRight on behalf of Requestor will process your personal data regarding the above described background screening based on your consent.




# Personal Information Page

- The Candidate will be asked to fill-out the necessary details. Boxes with red asterisks/star (\*) are mandatory fields and must not be skipped.
- On the left side of the page are the **Form Steps** – it highlights the form stage where the Candidate is currently completing.

## Form Steps

- Instructions
- Personal Information**
- Residence History
- Employment History
- Professional References
- UK Right to Work
- Review Your Information
- Screening Disclosure and Authorisation



Progress

### Personal Information

All fields marked with an asterisk (\*) are required.

Providing your information as completely and accurately as possible will help speed up the completion of your Background Verification.

**Name**

Please provide your name exactly as it appears on your current government-issued identification document such as your **Passport, Driving Licence or National Identification Document**

First Name *	Alias Name
Test	Please provide
Middle Name *	(a) any other names appearing on government-issued identity documents where that name differs from your primary identity document; or
Legal Middle Name	(b) a prior legal name which can include your birth surname or any official change to a legal name and government identity documents were issued; or
<input type="checkbox"/> I certify that I do not have a Middle identification document	(c) a name that you use in an "official" capacity which can include any name under which you hold a professional qualification or that you use(d) to apply for any credit or may be recorded in any employee file at a current or past employer.
Last Name *	Test
Suffix	Skip this section if you do not have any alias names.
A suffix is used after the last name to indicate gene (I), Senior (Sr.), II, III, IV.	Add Alias Name
None	

I certify this is my current legal name, exactly as it is displayed on my government-issued identification document \*

[Live Chat](#)

[E-mail & Phone Numbers](#)

# Address, Contact Details & Identification Details

■ The Candidate will also be asked to provide the following details:

- Current Mailing Address
- Contact Information
- Date of Birth

## Current Mailing Address

Country \*  
United Kingdom

House Name or Number \*  
15 Westferry Circus

Postcode \*  
E14 4HD

### Change

Please select one of the options below.

- 15 WESTFERRY CIRCUS LONDON E14 4HD
- None of the above

When did you start living at this address?

Month  
January

Year  
2000

## Contact Information

Phone \*  
+44 11111111  
ext.

Add phone number

E-mail \*

HireRight may occasionally need to contact you for clarification of items on your Background Verification. We will never share or sell your email address.

test.applicant@noemail.com

## Identification

Date of Birth \*

Most public records are stored using your name and birth date, so providing this information allows us to accurately search these sources.

Day

01

Month

January

Year

2000

Re-enter Date of Birth \*

Most public records are stored using your name and birth date, so providing this information allows us to accurately search these sources.

Day

01

Month

January

Year

2000

SAVE

NEXT



# Employment History Page

- If **Employment product** is part of the Screening package that the Client/ Recruiter has ordered, the Candidate will be asked to provide their Employment history details.
- First, they will be asked about their **Current Employment details** and if they allow HireRight to contact their current employer.
- The Candidate must tick the **“I do not have a current employer to report”** option if not currently employed

## ► Employment History

Professional References

Basic Disclosure

UK Right to Work

Review Your Information

Screening Disclosure and Authorization

Basic Disclosure

Find Answers

Live Chat

Email & Phone Numbers

## Employment History

All fields marked with an asterisk ( \* ) are required.

Please provide your employment history, beginning with the most recent. To add additional employers, click the "Add" icon.

### Current Employer

I do not have a current employer to report

Name of Employer / Name of Company \*

Please provide the name of the company that issued your paychecks. If employed through a temp agency or consulting company or via a third-party, please provide the name of temp agency/consulting company or third-party. Do not provide the name of client.

XYZ Company

Country \*

United Kingdom

City \*

London

County

Greater London

Does this employer issue your paycheck? \*

Yes, it is issued by this employer or affiliate

No, it is issued by a different company

Start Date \*

Month

January

Year

2023

Official Job Title Held Currently \*

Please list your job title in your current position as designated by your employer.

Accountant

Type of Employment \*

Paid

Do we have permission to contact this current employer at this time? \*

Yes  No

## Permission to Approach Current Employer

- If “Yes” permission is granted to contact the Current employer, the Candidate must tick the box stating that they understand that their current employer will be contacted by HireRight.

Do we have permission to contact this current employer at this time? \*

Yes  No

I understand that HireRight will contact my current employer \*

Phone

Phone number of the HR/payroll team of the employer that pays you.

 +44 ▾ 2222222

ext.

## Permission to Approach Current Employer

- If “No” permission is granted to contact the Current employer, the Candidate is advised to provide supporting documents that can verify their current employment
- List of acceptable documents are listed in the form for reference

Do we have permission to contact this current employer at this time?

Yes  No

Requestor would like us to collect documentation showing your employment details to accelerate your background screening process. Please provide copies of documents confirming the start and end date of the given period. For end date confirmation, please provide document dated closest to the current date. Examples of acceptable documents are as follows:

- copy of employment contract,
- payslip,
- work certificate,
- tax documentation,
- relieving (reference) letter,
- workbook or
- any other document that confirms this period of employment

Please redact any information regarding salary, wages, earnings, benefits or pay history from all documents submitted for employment verification before you upload these to HireRight. Failure to redact or remove this information may result in your supplied employment verification documents being provided to the Requestors as is, including any salary, wages, earnings, benefits, or pay history information that may be contained in such documents.

PDF, JPG and PNG files are supported and the maximum file size is 20MB

# Previous Employer Information

- Candidate must provide details of previous employer/s if they claim to be previously employed
- The Candidate must tick the box that says **“I do not have a previous employer to report”** if not previously employed.

## Previous Employer

I do not have a previous employer to report.

Name of Employer / Name of Company \*

Please provide the name of the company that issued your paychecks. If employed through a temp agency or consulting company or via a third party, please provide the name of temp agency/consulting company or third party. Do not provide the name of client.

ABC Company

Country \*

United Kingdom

City \*

London

County

Greater London

Did this employer issue your paycheck? \*

Yes, it is issued by this employer or affiliate

No, it is issued by a different company

Start Date \*

Month

January

Year

2021

End Date \*

Month

December

Year

2022

Official Job Title of Last Position Held \*

Please provide the title that could be verified by a payroll or Human Resources contact at the company. For example, 'Service Engineer' vs. 'Help Desk'

Junior Accountant

Type of Employment \*

Paid

During this employment did you use a name other than that which appears on your current, Government-issued ID?

Yes  No

Phone

Phone number of the HR/payroll team of the employer that pays you.

+44 33333333

ext.

This employer is out of business

This employer is also known under a different name(s)

# Professional References

- If the package ordered has a Professional Reference Check product, the Candidate will be asked to provide referees that are able to evaluate their capabilities.
- It is highly recommended that referee is the Candidate's current or previous Manager or people that they have worked with.
- Personal friends or relatives are not allowed.



Progress

## Professional References

All fields marked with an asterisk ( \* ) are required.

Please list individuals who are able to evaluate your capabilities. It's best to include managers, or people that worked with or for you. Please don't include personal friends or relatives.

**Professional Reference 1**  No references available

First Name \*

Test

Last Name \*

Reference

I don't know the email address

Referee country of residence \*

United Kingdom

Phone \*

+44 5555555

ext.

Relationship type

Supervisor/Manager

# Professional Reference Questionnaires



## Professional References

**Reference:** Test Reference

**Clo:**

**Phone:** +65 4444444

**Relationship:** Supervisor/Manager

**Time Completed:** 18 Jan 2022 10:49 GMT

**1. Question:** What was the working relationship you had with this person? Length of time worked with?

**Answer:**

**2. Question:** How would you describe their interpersonal skills?

**Answer:**

**3. Question:** What would you say motivated the individual most?

**Answer:**

**4. Question:** What would you say are their strongest attributes?

**Answer:**

**5. Question:** Would you rehire/recommend for rehire?

**Answer:**

**6. Question:** Is there anything you would like to add? (please limit your response to job-related events attributed to the Candidate during their employment within the last 7 years)

**Answer:**

# Basic Disclosure Check



Progress

## Basic Disclosure

All fields marked with an asterisk (\*) are required.

### Processing Details

Processing Agency \*  
**Disclosures and Barring Service**

Position Applied For / Being Screened For (max 60) \*  
**Accountant**

### Personal Information

Title  
**Ms**

Present Forename \*  
**Test**

Middle Name

Present Surname \*  
**Test**

### Birth details

Date Of Birth (DD/MM/YYYY) \*  
**01/01/2000**

Transgender applicants should contact the DBS sensitive applications line on 0151761452 or email sensitive@dbz.gov.uk for further advice about completing the form.  
Please see DBS guidance on [Transgender applications](#) for more details.

Gender \*  
**Female**

Country of Birth \*  
**United Kingdom**

Town of Birth \*  
**London**

### Other names

Please provide any other names you are currently known by or have been known by in the past.  
This includes where you have a variation in spelling of your name. Please also provide your name(s) in other languages, if applicable.

Are you known by any other name or do you have any previous names? \*

- Yes
- No

### Personal Identity

Please provide at least one identity type \*

- Passport

### Passport Details

Passport Number (max 11) \*  
**ABC12345678**

Issued Location \*  
**United Kingdom**

UK Driving Licence

National Insurance Number

## Employment Details

Employer Name \*  
**London Borough of Camden**

Employment Sector \*  
**Financial and insurance**

## Contact details

Mobile number the Disclosure and Barring Service will use to send SMS text messages on the progress of your basic disclosure application.  
Format: +44123456789.

Mobile Number \*  
**+441111111**

## Certificate Delivery Method

I would like to receive a paper copy of my basic disclosure in addition to the electronic copy I will receive from Disclosure Barring and Services.

Check to use Current Address

SAVE



# UK Right to Work



Progress

## UK Right to Work

All fields marked with an asterisk ( \* ) are required.

I'm a citizen of UK or Ireland with a valid passport

UK passport holders include the Channel Islands, Isle of Man, Jersey, or Guernsey.

I'm a citizen of UK or Ireland, but I don't have a valid passport

I'm not a citizen of UK or Ireland



Progress

## UK Right to Work

All fields marked with an asterisk ( \* ) are required.

I'm a citizen of UK or Ireland with a valid passport

UK passport holders include the Channel Islands, Isle of Man, Jersey, or Guernsey.

I'm a citizen of UK or Ireland, but I don't have a valid passport

I'm not a citizen of UK or Ireland

We'll notify your requestor and they'll contact you for an in-person identity verification.

SAVE

NEXT



# UK Right to Work



Progress

## UK Right to Work

All fields marked with an asterisk ( \* ) are required.

- I'm a citizen of UK or Ireland with a valid passport
  - I'm a citizen of UK or Ireland, but I don't have a valid passport
  - I'm not a citizen of UK or Ireland
- Please pick how HireRight should verify your right to work \*
- I have a share code
  - I agree to give HireRight permission to get my share code from gov.uk

Please pick how HireRight should verify your right to work \*

- I have a share code
- I agree to give HireRight permission to get my share code from gov.uk

Please provide your share code (max 11) \*

Please pick how HireRight should verify your right to work \*

- I have a share code
- I agree to give HireRight permission to get my share code from gov.uk

Please share your immigration status \*

# Information Review

- After successfully completing the details, Candidates will be taken to the **Review Information** page where they are given the chance to thoroughly check and review the details they've provided in the form prior to submission.
- Candidate can no longer modify the details once the form has been submitted.

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Form Steps  
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[Personal Information](#)  
[Employment History](#)  
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[UK Right to Work](#)

Progress

### Review Your Information

#### Personal Information

**Name**

First Name  Test

Middle Name

I certify that I do not have a Middle Name on my official identification document

Last Name  Test

Suffix

I certify this is my current legal name, exactly as it is displayed on my government-issued identification document

**Alias Name**

**Current Mailing Address**

Country  United Kingdom

Street Address (including house, flat, apartment name or number)  15 WESTFERRY CIRCUS

City  LONDON

County

Postcode  E14 4HD

When did you start living at this address?  Jan 2000

[Live Chat](#)  
[Email & Phone Numbers](#)

Find Answers

# Screening Disclosure & Authorization

- Once done with the review, the Candidate will be asked to sign the **Disclosure and Authorization form**
- It explains what products were ordered and the verification process for each product.

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Progress

## Screening Disclosure and Authorization

All fields marked with an asterisk ( \* ) are required.

**CONSENT AND AUTHORIZATION:**  
I hereby provide my authorisation and consent for HireRight, on behalf of Requestor to:

- process my Personal Data in accordance with the verifications set out in the Information Notice and below:
  - Global Right to Capture Immigration or Right to Work documentation from candidates
  - Work Documentation
  - Basic Disclosure A search will be carried out to identify un-spent convictions (as determined under the Rehabilitation of Offenders Act 1974) recorded against you. The source of the information will be dictated by your job location: Disclosure & Barring Service (England & Wales, Jersey, Guernsey, Isle of Man); Disclosure Scotland (Scotland & outside of the UK); and Access NI (Northern Ireland). The Requestor has noted your job location in the Candidate Invite.

• Global Employment

A check to confirm your work history. You will be asked to provide company name, location dates worked and position or title held. This information will then be verified by contacting HR or official sources at each company to be verified. The Requestor has also requested that your reason for leaving prior roles is collected. This list is a predetermined list and you will complete this within the screening form. The same list will then be sent to your prior employers to complete. Any discrepancies will be sent to the Requestor. Self-employment (if applicable) will be verified via documentation provided by you.

Find Answers

Live Chat

Email & Phone Numbers

# E-Signature

- The final process is by electronically signing the form.
- This is done by ticking the boxes stating that the Candidate certifies that they have drawn the signature, they're the person identified and understands that they're using electronic means to sign the agreement. Then the Candidate affixes their electronic signature in the box provided
- The Candidate must click the **Accept & Submit** button to completely submit the form.

## Electronic Signature

To sign this document, please draw your signature. If you are using a mouse, you will need to hold down your left mouse button while you draw.

Please draw your signature.



Clear

I certify that the signature that I have drawn is my signature \*

Full Name: \*

Test, Test

E-Mail Address: \*

test.applicant@noemail.com

HireRight sends a copy of the signed document to the e-mail address above. Please ensure the address is correct.

I certify that I am the person identified. My clicking the "Accept & Continue" button constitutes my electronic signature to this document. \*

I understand that I am using electronic means to sign this document. \*

[Click here to get Adobe Reader](#)

DECLINE

ACCEPT & SUBMIT

# DBS Consent

- The Candidate will be asked to sign a separate consent form for the DBS ID Check



## Form Steps

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[UK Right to Work](#)

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### ► Basic Disclosure

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Progress

## Basic Disclosure

All fields marked with an asterisk (\*) are required.

### Basic Disclosure - Disclosure and Barring Service

I understand that London Borough of Camden ("Company") may submit an application to Disclosure and Barring Service via HireRight. This application will be processed by a UK affiliate of HireRight Limited. HireRight Limited is a Registered Body for a basic disclosure. I understand that as a Registered Body HireRight Limited will check and countersign any such application before submitting to Disclosure and Barring Service.

In relation to UK basic disclosure checks performed via the Disclosure and Barring Service ("DBS") I agree that I will provide all relevant documentation and information in order to process such checks and that I give my permission to HireRight, as an umbrella organisation, to provide all relevant information and documentation to the relevant body, and to receive and pass on the results of such checks to the Prospective Employer.

All personal information provided will be treated with the strictest of confidence and in accordance with relevant privacy legislation, including the General Data Protection Regulation ("GDPR"). Personal data will only be processed with the consent of the individual for the purpose of administering a Disclosure application. Any information provided will be securely held on a password-protected database with access restricted to named individuals who require access as part of their normal duties. Information will not be shared with any other third parties outside of the Disclosure process, except where required by Law, without the express consent of the individual. All information held following a Disclosure application will be securely destroyed when no longer required. For your rights in respect to your information please see the section entitled "Candidate Rights" on your Screening Disclosure and Consent form.

I confirm that Company has confirmed that if Disclosure and Barring Service indicates that my basic disclosure certificate will contain information, that a recruitment decision about me not be made until the content of that certificate is considered by Company and its Affiliates.

I have read the Basic DBS Check Processing Privacy Policy and I understand how DBS will process my personal data.\*



# Other Required Information

- The **Other Required Information** page will remind the Candidate that there are pending documents that they need to submit. The summary of the required documents are listed in this page.
- For **Digital ID Verification**, the Candidate is given several options:
  - to continue with the ID verification process;
  - decline to use Yoti;
  - or postpone the verification and complete the process **within 10 days**.

*Note: This screen will only appear for Candidates when additional information is required based on the supplied information in the application form and will not show for all Candidates*

**Form Steps**

- [Instructions](#)
- [Personal Information](#)
- [Employment History](#)
- [Professional References](#)
- [Basic Disclosure](#)
- [UK Right to Work](#)
- [Review Your Information](#)
- [Screening Disclosure and Authorisation](#)
- [Basic Disclosure](#)
- Other Required Information**

**Camden**

Progress

### Other Required Information

All fields marked with an asterisk (\*) are required.

**Your application is not submitted yet. Please provide additional information.**

Additional information is required based on information you have provided. Please complete the fields below.

#### Digital Identity Verification

You have consented to a UK Criminal records check through the Disclosures and Barring Service and UK Right to Work supported by Yoti (IDSP). This part of the process will take minutes and you will need to ensure that you have:

- An internet enabled device with camera (e.g., smartphone)
- Valid (unexpired) Photo Identification (e.g., Passport, Driving License).

Please note if you are a UK or ROI citizen this must be either your Passport (UK & ROI citizens) or passport card (ROI citizen) to support the RTW component.- Your current address

Please make sure that any identity document you provide during the Yoti experience matches the name you have provided on the Personal Information page earlier that appeared earlier in the process. Failure to do so may result in the check showing discrepant data or being unable to proceed. Before you continue, ensure the browser's settings allow access to your device's camera. Please allow it or we can't conduct your Digital Identity Verification.

I agree to use Yoti to verify my identity

I decline to use Yoti to verify my identity

I want to postpone my Digital Identity Verification

**Submit**

# Form Submission

- After clicking **Submit**, the Candidate will be directed to the confirmation page containing the Request ID to their Background Screening report.



Thank you for your information!

Your request ID: GA-121323-E92MF

This completes phase 1 of your Background Verification.



This is your Applicant Centre.

Here you can track the progress of your report and communicate with HireRight.

## Communication Preferences

We can text alerts and status updates to your mobile phone (text charges may apply). Would you like us to send notifications to:

<input checked="" type="radio"/> Between	<input type="text" value="+44 - 1111111"/>
<input type="radio"/> Anytime	<input type="text" value="Phone Number"/>
9:00	
and	
17:00	
Asia/Hong_Kong	



# Feedback Section

- The Candidate is encouraged to provide feedback about their experience in completing the Background Screening Form via the HireRight Applicant Center.

## Feedback

We'd love your feedback about your experience with the HireRight website. Rest assured that any feedback you provide will be used solely by HireRight to improve this website. It will not be shared with anyone outside of HireRight and will not in any way affect your background check.

1. How visually appealing is our website?

- poor
- average
- good
- very good
- excellent

2. How user-friendly is our website?

- poor
- average
- good
- very good
- excellent

3. Please rate your overall experience with HireRight.

- poor
- average
- good
- very good
- excellent

Any additional feedback:





## Reminders Section

- At the bottom part of the page, the permissions granted to contact employers, Reference number and status of the report is also shown
- A link to **upload a document** will be available should the Candidate wish to logoff the Applicant Center and login at a later time.

### Digital Identity Verification

As part of your UK Criminal check run through the Disclosure and Barring Service (DBS), your identity must be verified before the search can be processed. Verification of your Right to Work in the UK is also required. Please complete your identity verification by December 23, 2023.

[Proceed with Digital Identity Verification](#)  
[Cancel Digital Identity Verification](#)

### Your Reports

GA-121323-E92MF  
In Progress

### Information Received

[Background Verification Form](#) 13 December 2023

[Basic Disclosure](#)

[Screening Disclosure and Authorisation](#)

 [Upload a document](#)  
Use to proactively upload documents

# FAQs

- FAQs are also made available for the Candidate to access.

## Questions & Answers

[How long will the report take?](#)

[How far back are you searching?](#)

[Can I change/add/delete information from the background application?](#)

[Can I provide documents to expedite the report process?](#)

[Will I get a copy/can you send me a copy of the report?](#)

[Will I get an email when it is done?](#)

[What is being checked/verified?](#)

[Why do holidays, weather and closures extend the estimated time to completion?](#)

[Is this all the information needed to complete this process?](#)

[How can I avoid delays when asked for additional information from HireRight or the Employer?](#)

## Links

[Account Settings](#)

[Live Help](#)

[FAQs About Background Verification](#)

[Privacy Policy](#)

Search for other questions



# Copy of DBS Consent

- The Candidate will also receive a soft copy of their signed DBS Consent Form

Your London Borough of Camden Background Check Consent Form



HireRight Customer Support <customerservice@hireright.com>

Wed 13/12/2023 4:48 PM



Dear Test,

You are receiving this email because you recently electronically authorised your background screening within HireRight's online application. Please note that this email is not to indicate you have completed the entire online application. You will receive an additional, separate email informing you that your application forms were successfully received.

An electronic copy of the form you signed is attached to this email so that you may print it for your records. An additional copy has been made available to the company that requested the background report.

You may request a hard copy of the form be mailed to you by sending an email to HireRight's Customer Service team requesting a copy. It will be sent to the current address you listed in your online

Need assistance?

HireRight is happy to help:

For queries in the EMEA region - Please contact [customerservice@hireright.com](mailto:customerservice@hireright.com) or call us at +44 800 358 0902

For queries in the APAC region - Please contact [customerservice@hireright.com](mailto:customerservice@hireright.com) or click <https://www.hireright.com/apac/customer-service> for a list of our Local numbers.

Best regards,

The HireRight Team

# Copy of E-Consent

- The Candidate will receive a separate email with a .pdf attachment providing a copy of the Candidate's signed consent form

Your London Borough of Camden Background Check Consent Form



HireRight Customer Support <customerservice@hiretright.com>

Wed 13/12/2023 4:47 PM



Dear Test,

You are receiving this email because you recently electronically authorised your background screening within HireRight's online application. Please note that this email is not to indicate you have completed the entire online application. You will receive an additional, separate email informing you that your application forms were successfully received.

An electronic copy of the form you signed is attached to this email so that you may print it for your records. An additional copy has been made available to the company that requested the background report. You may request a hard copy of the form be mailed to you by sending an email to HireRight's Customer Service team requesting a copy. It will be sent to the current address you listed in your online application.

Need assistance?

HireRight is happy to help:

For queries in the EMEA region - Please contact [customerservice@hiretright.com](mailto:customerservice@hiretright.com) or call us at +44 800 358 0902

For queries in the APAC region - Please contact [customerservice@hiretright.com](mailto:customerservice@hiretright.com) or click <https://www.hiretright.com/apac/customer-service> for a list of our Local numbers.

Best regards,  
The HireRight Team