

# giant

## giant screening checks and descriptions



When it comes to employee screening and on boarding your workers, you need a fast and flexible solution so you don't lose talent, this is why companies outsource to **giant**.

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email us : [hello@giantscreening.com](mailto:hello@giantscreening.com) | call us : 01245 379 090 | visit : [www.giantprecision.com/screening](http://www.giantprecision.com/screening)

## section one : criminal record checks



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### basic disclosure (DBS & disclosure Scotland)

This is available for all individuals and employers living within the UK. Basic disclosure checks a person's criminal history and convictions from the Police National Computer (PNC). It will return information on any convictions considered unspent under the Rehabilitation of Offenders Act 1974. Can be carried out on any person with their consent. Rehabilitation periods vary depending on where the applicant lives in the UK. Therefore we will either submit the request to the DBS or Disclosure Scotland.

Employers from any industry, can ask for a basic for any potential or existing employee to help them decide if a candidate is fit for a employment.

### standard (DBS & disclosure Scotland)

A standard DBS Check reveals any spent or unspent convictions, cautions, final warnings or reprimands the applicant has.

To carry out a standard check the person must be eligible for a standard check. This will be if they are undertaking a role listed in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. This includes a number of positions, professions, licences and activities such as some legal positions or FCA regulated roles.

## section one : criminal record checks



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### enhanced DBS

An Enhanced DBS Check shows any spent or unspent convictions, cautions, warnings or reprimands the applicant has – as well as any other relevant details held by the applicant's local police force. An Enhanced Disclosure may also include a check of the children's and/or adults' barred list, if the applicant is eligible.

To be eligible for an Enhanced DBS Check, the applicant's role, profession or licence must be listed in the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975.

Eligibility for an Enhanced DBS Check may also be determined by the applicant's place of work. If the applicant works within one of the below establishments once a week, or three times within a 30-day period, they'll require an Enhanced DBS Certificate.

CQC registered care homes  
Schools or nurseries  
High security psychiatric hospitals

Some roles may also require the applicant to undergo a barred list check. This will be the case if the applicant engages in regulated activity with vulnerable adults and/or children – for example, by providing healthcare or personal care. Full definitions of regulated activity with adults and children are available on the DBS website.

### DBS update service

The Disclosure and Barring Service (DBS) has an online subscription service that lets applicants keep their DBS certificates up to date. This also allows us to check a certificate online periodically, with the consent of the applicant.

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### adult first

Formerly known as 'ISA Adult First' and 'POVA Check', the DBS Adult First allows an individual to be checked against the DBS Adults' Barred List. Dependent on the result of the check, this service allows the individual to start work under supervision while waiting for their full DBS check results.

### PVG (Scotland)

The Protecting Vulnerable Groups (PVG) membership scheme is managed and delivered by Disclosure Scotland. It helps ensure people whose behaviour makes them unsuitable to work with children and protected adults cannot do 'regulated work' with these vulnerable groups.

When someone applies to join the PVG Scheme Disclosure Scotland carries out criminal record checks and shares the results with individuals and organisations. The application process involves gathering criminal record and other relevant information. This can be shared with the employer who is providing regulated work, unless the person applies to have a conviction removed from their PVG Scheme record.

### access NI (Basic)

Accessing criminal record checks are for people living or working in Northern Ireland. Basic accessing check - contains details of all convictions considered to be unspent, or states that no such convictions were found.

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### access NI (Standard)

Accessing criminal record checks are for people living or working in Northern Ireland. Standard accessing check - contains details of all spent and unspent convictions and relevant cautions, diversionary youth conferences and informed warnings (non-court disposals) or states that no information was found.

### access NI (Enhanced)

Accessing criminal record checks are for people living or working in Northern Ireland. Enhanced accessing check - this has the same criminal record information as the standard check but also includes a check of police intelligence records, and for positions working with children and vulnerable adults (referred to as regulated activity) may include information held by the Disclosure and Barring Service (DBS).

### international criminal record checks

Every country has its own process and legal requirement for conducting local criminal record checks. At **giant** we have access to criminal record checks in every country and manage the application process start to finish.

## section two : occupational and qualifications

### employment referencing

For any period or number of previous employers we will request confirmation of dates of employment, job title and reason for leaving. At **giant** our clients can also request additional information be requested.

### employment referencing FCA/SMCR

Requesting a reference for previous regulated positions using the FCA approved - SYSC 22 Annex 1 Template for regulatory references.

### employment referencing CQC/Ofsted

Requesting a reference for previous regulated positions following the CQC's requirements of employment for Regulation 19 or Governments Staffing and Employment advice.

### employment / gap verification

Where a period of occupational history is requested (i.e. 3 or 5 yrs.) then we will confirm the activity during any gaps (client can specify what constitutes a gap) in that history. This can either be done through applicant declaration, activity references or collecting documentary evidence from the applicant.



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## section two : occupational and qualifications

### highest qualification verification\*

Captures the applicants highest level of completed Education and provides confirmation of the education qualification, the period of attendance, the type of qualification gained, subjects studied, and grades achieved.

### qualification verification

Either entire academic history or client requested completed Qualification and provides confirmation of the education qualification, the period of attendance, the type of qualification gained, subjects studied, and grades achieved.

### academic referencing

This is used when part of the applicants referencing period has been spent in education and confirms attendance and dates.

### personal/character reference

A reference is requested from a person who has known the applicant and is not a family member to cover gaps in employment or as a character reference. A character reference, also known as a personal reference, is a recommendation provided by someone who knows the candidate and rather than speaking to their work experience and skills these attest to the applicants character and abilities.



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## section two : occupational and qualifications



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### industry specific qualifications / database checking

There are many industry specific qualifications and databases such as NMC, TRN, SIA, HCPC etc. This check will search the relevant database/register and return any information held about the applicant.

### professional body verification

Contact the applicable industry or professional body to confirm that the qualification or membership is held and hasn't lapsed or expired, and that the membership is in good standing.

### international occupational and qualifications

All of our occupational and qualification referencing / verifications can be obtained from any country.

### CV verification

This check carries out a comparison between the information that an applicant submits on the platform for screening and the information on their CV to ensure that there is consistency. Any anomalies found will be investigated and rectified.

## section three : database checks



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### adverse financial summary

Checks publicly available data to reveal any adverse information, including: CCJs, bankruptcies, Voluntary Arrangements, decrees in Scotland and administration orders. Check includes the Identity Check data plus adverse information over the past 6 years.

### adverse financial history (detailed)

Checks publicly available data to reveal any adverse information, including: CCJs, bankruptcies, voluntary arrangements, decrees in Scotland and administration orders includes the adverse financial summary check data, plus adverse information over the past 6 years at a linked address, Plus detailed CCJ data relating to results matched within the Summary check.

The results will be matched on the inputted data; full name (including middle if supplied), DOB and address. The results will show aliases, linked addresses and adverse information including notice of corrections associated with the individual.

### international adverse financial history

Every country has its own process and legal requirement for conducting local financial record checks. At **giant** we have access to financial record checks in every country and manage the application process start to finish.

### international identity verification

Verification and validation of an approved identify document to confirm the applicant identity.

## section three : database checks



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### identity verification

Checking the individual is who they say they are using 3-digit profiling:

1. proof of existence or residency – that an entity exists, or an individual lives at a given address
2. identity – that the person or entity is who they claim to be
3. alerts – any information that may alert the enquirer that they should take extra care when verifying the person or entity. Also electoral roll and rolling register data for in-putted addresses.

### directorship search

Search conducted against companies house data to indicate if the candidate holds any current/previous directorships or is disqualified. Will return details and dates of directorships.

### international identity verification

Every country has its own process and legal requirement for conducting local directorship checks. At **giant** we have access to directorship record checks in many countries and manage the application process start to finish.

### driving license report (DVLA)

Confirmation from the DVLA of the licence validity, type, entitlements and details of any endorsements.

### passport/VISA MRZ verification global

The system will use OCR to electronically interrogate the passport and via an algorithm linked to the data held in the MRZ zone and on the passport give confidence in its authenticity. It will deliver a pass/fail result.

## section three : database checks



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### sanctions/anti-terrorism/AML checks (global)

Sanctions checks are specialised searches that include a number of government sanction databases (for example OFAC, HMRC etc.) that identify individuals who are prohibited from certain activities or industries.

Sanctions checks may be performed by a wide range of employers and are often required in regulated industries like financial services.

This checks for sanctions, enforcements and warnings in the UK and worldwide. The search includes individuals known or suspected to be affiliated with terrorism, money laundering, fraudsters, drug trafficking, arms dealing, war crimes, white collar fraud or other illegal activities, as well as Politically Exposed Persons (PEP's). Also sometimes referred to as a Public Safety Check.

### eligibility to work

We will collect all relevant documentation from the applicant (including passports, BRP, visas etc) and confirm that we hold documents that would constitute and individuals right to work in the UK. Any exceptions would be highlighted.

### right to work (APP)

A phone based APP that simplifies your right to work requirements and delivers compliance.

### international regulator register search

Many countries hold a regulated persons database similar to the FCA in the UK. At **giant** we have access the information in the country that is relevant to the applicant and returns any information held regarding the applicant.

## section three : database checks



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### CIFAS, (internal fraud database)

Also known as Staff Fraud Database this check is only available to clients that are registered members of the CIFAS internal fraud database. We check against database to discover any employees known to have been registered on it for instances of internal fraud.

### FCA Register Check

The Financial Services Register is a record that shows details of firms, individuals and other bodies that are, or have been, regulated by the Prudential Regulation Authority (PRA) and/or the Financial Conduct Authority (FCA).

The register contains the applicants name, status, FCA reference number, controlled functions, current employer name and start date, as well as any previous employers where the person worked in a controlled function, with start and end dates. The details and dates of any disciplinary action taken through the FCA are also listed in the search results.

### adverse media search (global)

Adverse media screening, also known as negative news screening, is the interrogation of public data sources and third-party data sources for negative news or broadcasts associated with an applicant. Over 12,000 media sources are searched spanning international, national and local newspapers, business newspapers, trade, business and academic journals plus corporate news releases and news wires. The archive stretches back to 1971 for some publications.

This provides selected results based on a search using an online search engine and media feeds against the candidate's full name. This will reveal any negative information that has been publicly reported on the individual.

## section four : social media checks



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### social media report

A comprehensive, global check of a candidate's social media postings. We will identify their social media accounts, flag any content that falls into agreed risk categories and deliver an easy to read report of the results.

### standard report

A broader check that looks across all information online that relates to the individual. Report includes social media, adverse media, directorships, employment and education identifiable online as well as any other business relevant online material in any language. All information shared is part of the candidate's digital trail so will never include any false positive information. Ideal for more sensitive roles such as regulated roles, finance or IT.

### investigation report

A deep dive review of all online information on the individual globally as well as a review of the candidates close network to assess their reputation. News, employee feedback, customer feedback, global directorships and other sources will be used to build a detailed picture of the cultural fit of this individual. This report is aimed at senior management whose reputation is likely to be reviewed by investors, journalists or other interested parties.

## section five : on boarding and compliance



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### document requested

As part of the applicant process we can request the applicant supply any documents you require. This could be anything from certificates to insurance document.

### document supplied

You can also supply any documents that you require and decide how these documents will be treated. It can be just for information, require a mandatory download/acceptance or need to be downloaded, completed and uploaded. Typically these are on boarding documents such as compliance handbooks or policies.

### docuSign

The applicant process has integrated DocuSign facility that can be used for you to request any forms be completed by the applicant. This can be anything for example contracts, working time opt out, pension forms, expression of wish forms , HMRC new starter forms etc.

## section five : on boarding and compliance



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### occupational health

If your applicants go through an occupational health process we can include this as part of the screening process. Typically this involves us working with your preferred supplier to instigate the occupational health process, alternatively you can use the DocuSign or additional questions functionality in the system.

### FCA fitness and propriety questions

As set out in the FCA handbook "FIT 1.3 Assessing fitness and propriety" we include a number of questions in the process for either applicants or existing staff rechecks that are recommended by the FCA in assessing the fitness and propriety of a person to perform a particular controlled function.

### additional questions

As part of the applicant process you can add in any question you require and format the responses. Typically this is used as part of the onboarding process to capture information for example, next of kin, equalities monitoring, bank details etc.





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