

Personnel security checklist

IDENTITY ASSURANCE

During recruitment you should require:

Yes No Unsure

	Yes	No	Unsure
Full name			
Current address and any previous address in the last five years			
Date of birth			
National Insurance number			
Full details of references (names, addresses and contact details) for both character and employment			
Full details of previous employers, including dates of employment			
As a minimum an employer should ask for a self-declaration of criminal record. Advice on how this can be done can be found at: https://www.cpni.gov.uk/system/files/documents/61/e9/pre-employment-screening-A-good-practice-guide-edition-5.pdf			
Proof of relevant educational and professional qualifications			
Financial checks – an employer should consider these checks if the role applied for will have financial responsibilities			
Proof of permission to work in the UK for non-British or non-European Economic Area (EEA) nationals			
Consider social media checks, anyone using social media for screening purposes must follow some careful guidelines https://www.cpni.gov.uk/system/files/documents/61/e9/pre-employment-screening-A-good-practice-guide-edition-5.pdf			

Do you ask British citizens for:

Yes No Unsure

	Yes	No	Unsure
Full (current) 10 year passport			
British driving licence (photo licence)			
P45			
Birth certificate, issued within six week of birth			
Credit card, with three statements and proof of signature			
Bank card, with three statements and proof of signature			
Proof of residence, council tax, gas, electric, water or telephone bill			

EEA Nationals

Full EEA passport			
National identity card			

Other nationals

Full passport			
A Home Office document confirming the individual's UK immigration status and permission to work in the UK			
Identity Card for foreign nationals			

Further information is available at www.gov.uk/identitycards