



BS7858:2019 Screening – Applicant Help Sheet

What is BS7858:2019?

BS7858:2019 – Screening of individuals working in a secure environment – Code of practice is a newly updated risk-assessment based screening standard that covers the security and other industry sectors relating to the vetting and pre-employment screening of persons employed or to be employed in an environment where the security and safety of people, property or goods is a requirement of the employing organization.

Why are you screening me?

Vetting and pre-employment screening has become an essential part of the hiring process for many organizations for safeguarding their business, staff, and clients as part of their Risk Assessment policies. Our clients engage us to enhance their recruitment processes.

What Documents do I need to complete my screening?

Below is a handy checklist that you can use to ensure you have all the documents you might need to complete your application form.

HMRC 5 Year Employment History Letter

To receive the most efficient screening experience, please can you contact the HMRC at once and order your 5 Year Employment History statement. Please call **0300 2003300** to order it. It is a free service, but it can take up to two weeks to receive it via the post. Once you receive it please email it directly to recruitment@legacyresources247.com

Proof of ID documents

The below list are the only acceptable documents for proof of ID that can be used.

<https://www.cvonline.co.uk/kbtopic/acceptable-id-documents/>

Please ensure you take a clear scan/photo of any one of these documents as Proof of ID:

- Current and Valid Passport
- Valid UK biometric Resident Permit Card
- Valid European or International Passport
- Original UK Birth or Adoption Certificate
- Valid UK/EU Driving Licence (Photo ID card one only)

Proof of Address

The below are the only acceptable proof of address documents and the accepted age for each that are accepted and must have your current address on it.

<https://www.cvonline.co.uk/kbtopic/acceptable-proof-of-address-documents/>

Any one of these is acceptable as proof.

- Bank Statement (Less than 3 months old)
- Council Tax Bill (Less than 12 months old)
- Any Inland Revenue Document (Less than 12 months old)
- P45 or P60 (Less than 12 months Old)
- Mortgage Statement (Less than 12 months old)
- Utility Bills – Not a mobile phone bill (Less than 3 months old)
- Pension or Benefit Statement (Less than 3 months old)

Right to Work

- If you are not from the UK or EU; we need a copy of your current Resident's Permit. Either a scan/photo of the stamp in your passport or both sides of your Resident's Permit Card will be acceptable.
- Last 5 Year Employment History**
- As part of the BS7858:2019 Screening, we will review your education, employment, and other activities for the past 5 years. When completing the "Employment and Education History" section, please ensure you select the correct Activity Type for each entry. In addition to the references, you provide for each activity, supporting documentation will greatly assist the speed of your screening. There are a variety of documentation that you can use to support your entries above.

HEAD OFFICE:

8A Catherine Street,
Killyleagh, Downpatrick
BT30 9QQ

E: info@legacyresources247.com
W: legacyresources247.com



Direct or Agency Employments and Companies that have ceased trading

- Your employment contract showing your start date
- An official letter from the employer showing your start date
- Copies of your first and last payslips
- An official confirmation of long service letter or document showing your start date
- Redundancy or termination letter showing the date the employment ended
- An official letter from the employer showing the date the employment ended
- P45 or P60 for each year of service

Self-Employment

- Letters or documents from HMRC and/or Companies House
- Letters or documents concerning the forming or dissolving of the company from banks, solicitors or accountants
- Tax return for each year you were self-employed
- If you were sub-contracting, client reference(s) to cover the period
- P45 for the period

Education

- Statement of results
- Qualification certificates
- Official letters showing dates of study - start, end or both

Extended Travel Overseas (longer than 31 days)

- Official immigration documents i.e. visas, applications for residency/visas or the right to work
- Passport stamps showing the dates you entered and/or left the countries visited
- Any other official government letters or documents, which confirm the dates you entered and/or left the countries visited
- Bank statements to show transactions in the countries visited
- Travel tickets and accommodation receipts
- Mobile phone bill showing calls from the countries you visited

Relocated to the UK within the last 5 years or

Living overseas (for more than 31 days)

- Official immigration documents i.e. visas etc.
- Official immigration letters i.e. applications for residency/visas or the right to work
- Passport stamps showing the dates you entered and/or left the country
- Any other official government letters or documents which confirm the dates you entered and/or left the country
- Any employment contracts or tax records for the country you were living in

Voluntary employment

- Voluntary employment agreement showing your start date
- An official letter from the employer showing your start date
- Voluntary employment separation agreement
- Voluntary employment termination letter
- An official letter from the employer showing the date the employment ended

HM Forces Service including Reserves

- Certificate of Service
- Discharge Certificate
- Statement of Service
- P45

Registered Unemployment (Claiming Benefits)

- Proof of claim letter
- Letter of entitlement
- Official HMRC or DWP letters or documents
- P45 for the period you claimed

Career Break (not working/claiming or any of the above activities for more than 31 days)

- Official HMRC or DWP letters or documents i.e. maternity payments, child benefit etc.
- Official immigration letters or documents i.e. applications for residency/asylum or the right to work
- Bank statements for the period showing how you financially supported yourself and that you were not receiving a regular income from employment

HEAD OFFICE:

8A Catherine Street,
Killyleagh, Downpatrick
BT30 9QQ

E: info@legacyresources247.com
W: legacyresources247.com