# **Employee Vetting Protocol**

**Overview**

This document sets out the minimum level of vetting for all employees recruited by \*COMPANY NAME HERE\*.

This protocol applies to all applicants applying for positions within \*COMPANY NAME HERE\*.

The purpose of vetting candidates is to:

* Protect our customers and their data.
* Achieve a level of confidence in employees recruited to positions of trust.
* Provide transparency of the decision making processes in recruitment.
* To ensure that \*COMPANY NAME HERE\* complies with the law and information security best practices and standards.

**Minimum Vetting Levels**

The following is a minimum level of vetting for any position at \*COMPANY NAME HERE\*:

1. A reference from the current or most recent employer/s (to cover a five year period of employment) or academic reference when no employment has been undertaken.
2. A character reference from a person who has known the candidate in a professional capacity for at least 5 years.
3. Confirmation of relevant qualifications, i.e. original certificates, or identifying numbers for relevant professional bodies.
4. Confirmation of identity and right to work in the UK (we prefer the basic disclosure service provided by MyGov.scot)
5. A review of the candidate’s social media and online presence.

Where employees will be dealing with particularly sensitive information and environments, we will also perform a full DBS check.

Where employees will be responsible for handling money, credit checks are performed.