



Pre-employment checks

Taking on a new member of staff has always been fraught with dangers not least from a new employee who has been economical with the truth during the recruitment process.

Many commentators have pointed out that CVs are, too often, works of fiction, so how do you ensure that you and your company don't end up with the wrong people?

Pre-employment checks are the answer but what do you check, what do you legally have to check and where do you find the information you need to validate those degrees and professional qualifications that look so good on that CV?

Well, the answer is to come to **HR Advantage** and we'll do it for you.

We can carry out pre-employment checks on new starters and retrospective checks on existing employees. Checks can be targeted at a specific issue or a combination of issues and cover the following areas:

- Criminal Records Bureau (CRB) checks
- Proof of Academic and Professional qualification checks
- Personal and Professional reference checks
- Media and Internet searches
- Pre-employment medical checks

Each check has its own fee structure and we charge a one off administration fee of £25.00 for single or multiple checks.

For more information on this service please contact Christine Devlin on 01494 478806 or e-mail her at christine@hradvantage.co.uk

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