

Personnel Checks

"Established, speedy and cost effective crb check service"

Criminal Records Check Agreement

01254 355688

Personnel checks agree to act on behalf of the organisation to obtain the relevant criminal records checks for their prospective or present employees, based on the information supplied by the organisation.

It is the sole responsibility of the organisation requesting this service to determine any recruitment decisions. Personnel checks will not be held responsible for decisions made on recruitment or on the decision to terminate any employee based on the results of a CRB disclosure.

The person / organisation requesting personnel checks to act on their behalf to obtain a CRB disclosure has the responsibility to ensure identity of the applicant and will provide any supporting documentation to achieve this aim.

Transmission Arrangements

Disclosures will only be made available to a designated person nominated by the requesting organisation for which the Umbrella Body is acting on behalf of. All disclosures will be stored in a locked and fire proof cabinet until all checks have been received. All original documents will be sent to the designated person by first class post and on completion of all checks. No documents either original or copies will be held by the umbrella body.

Service Levels

The Umbrella Body agrees to dispatch correctly completed CRB documents with a 24-hour period. The results of the disclosure will be made known to the designated person from the company, and all original documents will then be sent to the designated person by first class post.

Charges

The charge for this service by personnel checks will be £47 + VAT for Standard Disclosure and £52 +VAT for an Enhanced Disclosure this will include all postage of the original CRB application, an additional cost may be incurred if the application form is completed incorrectly and has to be returned. Payment is due on submission of the disclosure form.

Please note that the fee is payable even if your applicant declines your offer of employment, this fee should be borne by yourself or the applicant you are processing. The Criminal Records Bureau for all applications received and are non refundable.

Conditions of Withdrawal of the service

Personnel checks reserves the right to withdraw this service without notice should they have any reason to suspect that the service is being used in an appropriate way, and personnel checks for any reason cease to be an Umbrella Body for the purpose of obtaining disclosures, it will give all relevant bodies 28 days notice of withdrawal.

By signing this agreement you agree to the terms and conditions above.

I have read and the organisation agrees to the Policy Statement on the Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information.

I have read and the organisation agrees to the Policy Statement on the Recruitment of Ex – Offenders.

I am aware of the charges for CRB checks and agree that Personnel Checks should invoice the organisation for checks processed.

Signed.....Print Name.....

Position in company.....Date.....

On behalf of the company.....

Designated contact name if different from above.....

Contact:	Sharon Skinner	
Tel:	01254 355688	
email:	crb@personnelchecks.co.uk	
Fax :	01254 390199	
web:	www.personnelchecks.co.uk	