



PERSONNEL CHECKS
ONLINE CRIMINAL RECORD CHECKS

01254 355 688

Criminal Records Check Agreement

Personnel Checks Service Agreement

you're in safe hands





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Personnel Checks Service Agreement

Personnel Checks who are a Registered Umbrella Body for the Criminal Records Bureau (CRB), agree to act on behalf of the organisation, whose details are set out below, to administer and obtain criminal record disclosures for their prospective and 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 the identity of the applicant and will provide any supporting documents to achieve this aim. The client is obliged to adhere to and comply with the CRB Code of Practice, www.crb.gov.uk and in particular must have the following policies:

- **A policy for the secure Storage, Handling, Use, Retention & Disposal of Disclosure and Disclosure Information**
- **A policy for the Recruitment of Ex-offenders**

Personnel Checks can make available sample policies which can be found at www.personnelchecks.co.uk or by the CRB website

Personnel Checks are required to follow the Criminal Records Bureau's Code of Practice and their Eligibility criteria for both Standard and Enhanced checks. By signing this agreement, you confirm your eligibility for a CRB Check from the Criminal Records Bureau. Please follow the link to view the CRB's Eligibility criteria document

<http://www.homeoffice.gov.uk/publications/agencies-public-bodies/CRB/about-the-crb/eligible-positions-guide?view=Binary>

Transmission Arrangements

Disclosures will only be made available to the "designated person" nominated by the requesting organisation, as set out in the application form below. 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, Personnel Checks.

Personnel Checks will confirm by email when applicants' disclosures have been despatched and will also confirm other stages of the process by email to the organisation requesting CRB checks. All applicants' details and information disclosed in emails between Personnel Checks and the organisation will be kept confidential and private, and will not be revealed to a third party.

Service Levels

Personnel Checks agrees to dispatch correctly completed CRB documents within a 24 hour period. The result of the disclosure will be made known to the “designated person” from the company and all original documents will be sent to the designated person by first class post.

Fees and Payment

The charge for this service by Personnel Checks will be £54.60 inc.VAT for a Standard Disclosure and £68.36 inc.VAT for an Enhanced Disclosure, this will include all postage of the original CRB application, and an additional cost may be incurred if the application form is completed incorrectly and has to be returned. Payment is due on or before submission of the disclosure form. A cancellation fee of £10 + VAT per application will apply if checks have begun but not completed i.e. If the organisation has been accepted by Personnel Checks to carry out its CRB service by taking the applicant details and sending the form for an applicant signature and identity verification. If the check has been completed and sent to the CRB the total fee is non refundable.

Please note that the fee is payable even if your applicant declines the offer of employment, this fee should be borne by yourself or the applicant you are processing. All Criminal Record Bureau Applications are non refundable.

Conditions of Withdrawal of the Service

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

By signing this agreement you agree to the Terms and Conditions above

The following person/s give their names and signatures as representatives of the company stated below, having validated the identity of the applicants and authorised to handle such information for the purposes of the Police Act 1997.

I confirm that I have read and understood the above terms subject to which the services are to be performed by Personnel Checks and that I am authorised by the client to accept such terms and to enter into this agreement on behalf of the Client.

I have read and understand the organisations policy statement on the Secure Storage, Handling, Use, Retention and Disposal of Disclosure and Disclosure Information.

I have read and understand the organisations policy statement on the Recruitment of Ex-offenders. I am aware of the charges for CRB disclosures and agree that Personnel Checks should invoice the organisation for checks processed.

If you do not wish to receive our monthly newsletter and regular CRB updates please tick the box

Company Name.....

Contact Name

Position in Company.....

Company Address.....

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Telephone..... **Email**.....

Signature..... **Date**.....

Other designated person nominated by the client to check & verify identity of applicants and receive disclosure and disclosure information (if different from above)

Name..... Signature.....

Position..... Date.....

E-mail.....

**Please return this form to Personnel Checks, Milnshaw House 161, Whalley Road, Accrington,
Lancashire BB5 1BX**

Telephone: 01254 355688 Fax: 01254 390199

Email: crb@personnelchecks.co.uk Website: www.personnelchecks.co.uk