

**ORDER FORM FOR SECURITY SCREENING
CONFIDENTIAL WHEN COMPLETED**



Wessex House, Market Street, Eastleigh, Hampshire, SO50 9FD
Telephone: **0845 871 9001** Fax: 0845 871 7858
Email: **screening@hantec.co.uk**

Company Information

Company Name: _____
Address: _____

Telephone Number: _____

Applicant Information

Applicant Name: _____
Relevant Employment Start Date: _____
Position Applied for: _____
Full or Part Time: _____

Details of Check Required

BS 7858 Security Screening, includes Consumer Information Report	£90.00 +VAT = £105.75	£
Consumer Information Report ONLY	£30.00 +VAT = £35.25	£
Basic Disclosure	£30.00 +VAT = £35.25	£
Standard CRB Disclosure	£40.00 +VAT = £47.00	£
Enhanced CRB Disclosure	£50.00 +VAT = £58.75	£
	Total	£

Declarations

1. I hereby give authorization for Hantec Systems to conduct the required checks on the above Applicant.
2. I acknowledge that Hantec Systems will conduct Security Screening for the full **5 year** period unless specifically requested.
3. I confirm that we have offered the above named person employment and authorize Hantec Systems to approach the applicant's present employer.
4. I understand that Hantec Systems will process the Police check on our behalf, provided that we supply the correctly completed form, but it is ultimately our responsibility.
5. I understand that Telephone Pre-Screening will only be conducted where the date of receipt at Hantec Systems of all documents is before the Relevant Employment Start Date, unless specifically requested.
6. I authorize Hantec Systems to communicate directly with the Applicant, where necessary, to obtain further information and/or verify information given in the Application Form.
7. a) I have enclosed a cheque for the correct amount, OR
b) I have posted a cheque today for the correct amount, Cheque Number _____, OR
c) I have paid by automatic bank transfer (or similar) and it will be in the bank of Hantec Systems
(**National Westminster Sort Code 55-81-26 Account Number 80959229**) on _____
8. I understand that all information given will be held in the strictest confidence and that Hantec Systems are registered under the Data Protection Act 1998 - Registration Number Z5864976.
9. I confirm that I have read and understood the Security Screening Notes provided.
10. I acknowledge that it is our responsibility to ensure compliance to BS 7858:2006 Clause 4.3 a) and b).

Signed: _____ Date: _____
Name (CAPITALS): _____ Position in Company: _____