

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



**Hantec Systems**  
Management & Software Consultants

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

**Company Information**

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_  
**Confidential** email address for electronic report, if applicable \_\_\_\_\_

**Applicant Information**

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

**Details of Check Required**

|   |                       |   |
|---|-----------------------|---|
| BS 7858 Security Screening, <b>includes</b> Consumer Information Report, <b>Paper Report</b>      | £95.00 +VAT = £114.00 | £ |
| BS 7858 Security Screening, <b>includes</b> Consumer Information Report, <b>Electronic Report</b> | £90.00 +VAT = £108.00 | £ |
| Consumer Information Report <b>ONLY</b>   | £30.00 +VAT = £36.00  | £ |
| Basic Disclosure  | £35.00 +VAT = £42.00  | £ |
| Standard CRB Disclosure   | £45.00 +VAT = £54.00  | £ |
| Enhanced CRB Disclosure   | £55.00 +VAT = £66.00  | £ |
|   | 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: \_\_\_\_\_