

# ITUS

# Executive Vetting



For this service we provide 2 levels of report Intermediate and Enhanced. Details of both are provided below. A higher level of Investigative Report is available for Director level employees and this is quoted on a case by case basis.

Our immediate screening is recommended for non-managerial level staff and involves gathering information including the person's name, address and date of birth to confirm current residency and other stipulated details. We also confirm their identity and their right to work within the United Kingdom by providing certified copies of formal identity documentation. Our checks are there to verify the nature and details of supplied documentation, which is verified using online tools. We also screen employment gaps, so if gaps appear in a candidate's history that can't be accounted for with employment, unemployment or self-employment, we will verify it. The Basic Criminal Record Disclosure will provide details of any unspent criminal records in accordance with Rehabilitation of Offenders Act 1974 and any subsequent updates.

The enhanced level Vetting is recommended for Managerial level staff and any staff with financial responsibilities. The screening involves all the verification processes from the immediate screening as



well as more in depth checks. We check their most recent educational establishment, including attainment is appropriate. A media search is completed using 3 search engines and a regional newspaper in the area of the candidate's current residence for published information. We check financial public records and company house data to uncover unsatisfied CCJ, insolvency, bankruptcy, aliases, undeclared address links and UK company directorships. We also verify financial sanctions by searching their most recent HM Treasury published list of frozen assets for a name match.

All enquiries are carried out for this assignment, plus the information contained therein any associated reports, are with full adherence to current legislation within each jurisdiction.



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ITUS has worked for the top UK Law and Accountancy firms for over 10 years. We are a true worldwide organisation with agents in over 130 countries. Contact us today for an informal discussion.

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