



Document:	Recruitment and Vetting Policy
Date:	09/04/2025
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Approver's title:	Director
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Next review due:	09/04/2026
Policy owner:	HR Manager

- Secure Frontline Services is an equal opportunities employer and welcome applicants from all backgrounds.
- Our recruitment and selection process follows the next steps:
 - All applicants are required to send their CVs, which help shortlisting based upon 4 criteria: qualifications, experience, skills and knowledge
 - Shortlisted applicants are invited to an interview
 - Successful applicants will need to complete:
 - Preliminary checks:
 - Fully completed application form (including full 5 years work/education history and complete 5 years address history)
 - Confirmation of identity, including copies and verification of documents (passport/visa/NINO card or official letter/proof of address/SIA licence)
*A copy of the SIA public register licence search result will be retained on file.
**The proof of address should be at least 3 month old and from documents listed on the SIA website (<http://www.sia.homeoffice.gov.uk/>) and conform to the SIA requirements for licensing.
***Passports' travel stamps will be scanned, as it might prove useful for vetting.
 - 5 years history check (BS7858 vetting)
 - Credit check/ Public financial information record search
 - * Interviews are documented and retained for one year.
 - **Staff who are taking a leave of absence of 2 or more month are considered leavers. When returning to work, they must undergo preliminary checks/vetting and sign the employment contract as new starters.
- Completion of screening/vetting follows BS7858
- Conditional employment:
 - can be offered subject to BS7858:
 - Preliminary checks
 - Limited screening:
 - Verbal confirmation for a minimum period of three years immediately prior to the date of application.
 - will end if full security screening is not completed satisfactorily within the time period allowed.
- Administration of documents/data bases ensures that data is held confidentially and stored securely to prevent unauthorized access and alteration. Our constant working practices are:
 - clearing desks/ locking filing cabinets, etc. at the end of the working day;
 - shredding and disposing of waste paper (including spoiled documents, etc.);
 - control of access to computers and data storage media

This Policy is reviewed annually, or upon legislative updates.