



Declaration of Consent Pre & Post Employment Screening

I understand and agree that my engagement is conditional to referencing, to the satisfaction of the Registered NCR Agent (NVS) of the information provided on the Verification Form. I confirm that the information I will provide on the Verification Form will be true and complete to the best of my knowledge. I Authorise NVS acting on behalf of the client to perform the necessary pre and post employment checks on me.

COMPANY/CLIENT INFORMATION

Company Name		Consultant Name	
Email Address		Phone Number	

CANDIDATE/APPLICANT PERSONAL INFORMATION

Surname		Full First Name(s)	
Maiden Name		Title (Mr, Ms, Mrs, Dr/ Prof)	
Gender (Male/Female)		Race	
SA ID No. /Passport No.		Date Of Birth	
Email Address		Contact Number	
Physical Address			

CHECKS TO BE CARRIED OUT

ID Verification	Qualification Verification	Criminal Record Check	Social Media Basic
Credit Checks	Employment History	NQF Level	Social Media Standard
Fraud Check	Employment Reference	Grade Confirmation	Social Executive
Citizenship	Drivers Licence	Membership	Assessment
Employment History	PDP	Professional Association	*CPA*

QUALIFICATION (Copies of qualifications must be attached)

Name of Qualification	Institution Name	Year Completed	City/Town/Campus
Matric/Senior Certificate			

SOCIAL ACCOUNTS

Facebook URL:

Twitter Handle:

LinkedIn URL:

Pinterest:

Instagram:

Employment Details

Current Employer

Previous Employer

Current Position

Previous Position

Period Employed

Period Employed

CONSENT TO PROCESS PERSONAL INFORMATION

I hereby:

- authorise National Validation Services (NVS) acting on behalf of THE CLIENT to verify information presented on my Verification Form, which may include sensitive personal data for the purpose of the POPI Act 2013 (Act 4 of 2013) and PAIA Act, 2000 (Act 2 of 2000) and obtaining of documents and/or information covered by the Information Regulator of SA and/or application by data protection legislation.
- consent to the Company, its duly authorised agent, National Validation Services (NVS) and its data providers to process my personal information and conduct background verification checks including but not limited to; credit, criminal, qualifications, employment references, fraud prevention, ID verification, FAIS comprehensive, professional associations, driver's licence and social media;
- understand that all personal information is disclosed in confidence and will be kept confidential in a secure manner by the Company and NVS;
- authorise the communication of the results of the background checks to the Company and NVS who, in turn, will keep a copy on record, as per company policy;
- consent to this indemnity form being used from time to time for continued verification purposes for the duration of my engagement with the Company;
- authorize NVS to receive and store my personal information for current, future or continued verification purposes (whether for the Company or for other legitimate purposes);
- confirm that I have been informed fully of the purposes of the background checks and that my consent is given voluntarily without coercion and that I may request a copy of this consent form to retain for my own purposes;
- declare that, to the best of my knowledge and belief, all of the information provided in connection with this application is full and correct and up to date; and undertake to supply any additional information that may be required by NVS to verify the information given and will inform the Company of any alteration to the information provided.

I am aware that:

- any information furnished to the Company will be disclosed to me upon request and that I may dispute any information in the record as prescribed in the Protection of Personal Information Act 4 of 2013 or the National Credit Act 34 of 2005 (NCA);
- the Company is responsible for verifying the accuracy of information furnished by the South African Police Service;
- where my personal history requires background checks to be carried out in other countries where I have worked, studied or resided, my data may be transferred to and processed in the other countries, where the data protection laws may not be as strict; • " in processing my personal information, the Company or NVS may have access to personal information of mine that is sensitive, including information about criminal behaviour related to the commission of or alleged commission of offences and my credit history;

I have the right to withdraw my consent at any time by informing the Company that I wish to do so by completing the appropriate Withdrawal of Consent Form. I am also entitled to object to the processing of my personal information and to obtain a copy of my personal information at any time; the Company or NVS may contact me and my referees by telephone, email, or post for the purposes set out above;

- verification requests form part of the background screening process;
- requests for credit information will only be conducted under the regulations of the NCA and data obtained from the Financial Sector Conduct Authority serves only for the purposes of determining the fitness and propriety as envisaged in the Financial Advisory and Intermediary Services Act 37 of 2002; requests for consumer credit information will be provided for the below prescribed purposes only:
 - o considering me for employment in a position that requires honesty in dealing with cash and/or finances (as per relevant job description);
 - o fraud detection and fraud prevention services;
- for the purpose of criminal background checks, my fingerprints will be captured and stored for a reasonable period. Any previously captured fingerprints may be used, where available;
- the purpose of background screening, including any social media checks, is for consideration of the results by the Company as part of my application and/or my suitability for employment;
- the social media information that may be covered in the background checks includes all social media accounts of which I am a member or user, and is not limited to the social media information listed on page one.

INDEMNITY

All signatories agree that NVS, the Company, referees in my CV and/or the data providers shall not incur liability, and no claims will be made for any compensation in respect of any document or information obtained through such inquiries conducted in good faith. Furthermore, NVS and the Company will not be held liable for relying on any inaccurate, misleading or outdated personal information provided by the data provider/s or the candidate

Applicant/Candidate		Client/Consultant	
Signed at (Place)		Signed at (Place)	
On DD/MM/YYYY (Date)		On DD/MM/YYYY (Date)	
Applicant/Name		Consultant Name	
Applicant/Signature		Consultant Signature	