



VIKING SECURITY
NORTH WEST

Recruitment and Screening Policy

This policy is available on our website:
www.vikingsecuritynwLtd.co.uk

Author ID:	JM
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Policy Title:	Recruitment & Screening Policy
Created:	16 January 2025
Next Review Date:	15 January 2026

Purpose

Viking Security NW Limited is committed to ensuring that all recruitment and screening procedures align with BS 7858:2019 standards. This policy ensures the integrity, reliability, and suitability of employees in security-related roles to maintain a high level of trust and safety.

Scope

This policy applies to all candidates applying for security-related positions within Viking Security NW Limited, including full-time, part-time, and temporary employees.

Recruitment Process

- Job vacancies will be advertised through appropriate channels with clear role descriptions and candidate requirements.
- Applications will be assessed against job specifications, with shortlisted candidates invited for interviews.
- Interviews will include competency-based questions relevant to the security sector and background verification processes.

Screening Process (BS 7858:2019 Compliance)

- **Identity Verification:** All candidates must provide proof of identity and right to work in the UK.
- **Employment History:** A full five-year employment history will be verified with no unexplained gaps. References will be obtained from previous employers.
- **Criminal Record Checks:** All candidates must undergo a Disclosure and Barring Service (DBS) check. Any discrepancies must be assessed in line with company policies.
- **Financial Background Checks:** Credit and financial history checks will be conducted where relevant to the role.
- **Character References:** At least two independent character references must be obtained.
- **Right to Work:** Verification of eligibility to work in the UK in compliance with immigration laws.
- **Screening Documentation:** All screening information will be recorded and retained in compliance with data protection laws.

Conditional Employment

- Employment offers will be conditional upon successful completion of all background checks.
- Any issues identified during screening will be reviewed by management for risk assessment before final decisions are made.
- Employees will be subject to periodic re-screening as required by industry regulations.

Data Protection and Confidentiality

- All recruitment and screening records will be handled in accordance with GDPR and company confidentiality policies.
- Personal data will be securely stored and accessed only by authorized personnel.

Compliance and Review

Viking Security NW Limited will ensure ongoing compliance with BS 7858:2019 standards.

This policy will be reviewed annually to reflect changes in legal and regulatory requirements.

For further details, employees or candidates can contact the HR department.

Effective Date: 16th January 2025

Approved By: Jim Moseley (Director)