



CANDIDATE PERSONAL INFORMATION

Surname: \_\_\_\_\_

Full Names: \_\_\_\_\_

Maiden Name: \_\_\_\_\_

Date Of Birth: \_\_\_\_\_

ID Number/Identifier: 

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Description of Identifier: \_\_\_\_\_

Eg. South African ID; Zimbabwean Passport Number etc.

RACE: Asian  BLACK  COLOURED  WHITE

Previous Charges and/or Convictions: Yes  No

If Yes, Please provide the Conviction Details:

Date Convicted: \_\_\_\_\_

Offence: \_\_\_\_\_

Sentence: \_\_\_\_\_

Home Address: \_\_\_\_\_

CONSENT FOR USE OF PERSONAL INFORMATION

- In accordance with Section 18 of the Protection of Personal Information Act of 2013, I the undersigned hereby give my consent to ICAS to process my personal information. I voluntarily provide my personal information for verification checks as requested by the referring company to be carried out on me, which checks include but are not limited to credit, criminal and reference checking/lifestyle screening and qualification verification (collectively "Verification Checking"). I agree that such verification does not infringe any of my fundamental human rights.
- I am also aware and consent to the fact that whilst the information gathered by ICAS will be dealt with on a strictly confidential and discreet basis, such information will be shared with the referring company and that the referring company, will be entitled to retain the data and report for record keeping purposes.
- I unconditionally indemnify ICAS and its 3rd party suppliers used in carrying out the Verification Checking against any liability howsoever arising.
- I take the responsibility for verifying the accuracy, in every respect, of the information furnished by the SAPS.
- I voluntarily agree that my fingerprints may be stored to be used at given intervals, with my consent, to keep my verified illicit record updated.
- I voluntarily agree that the referring company may repeat searches regarding my ITC record, with my consent, as they deem fit. I understand that it is a condition of the referring company that the information is furnished solely for the purpose of my proposed employment / continuation of employment.

\_\_\_\_\_  
CANDIDATE SIGNATURE

\_\_\_\_\_  
MOBILE NUMBER

\_\_\_\_\_  
DATE

This form should be completed in full and signed by the requestor of the service:

Requested by: \_\_\_\_\_ Signed: \_\_\_\_\_

WCG  
INTERNAL USE

## BACKGROUND SCREENING REQUEST CONFIRMATION

### CANDIDATE NAME & SURNAME

Please ensure that the following supporting documents are provided:

- Comprehensive CV with references & employing organisation contact details
- Role description/job profile the candidate is currently being screened for
- Completed consent form

Background screening requested:

#	Previous employer as per candidate CV	Background screening required (please tick):
1		<input type="checkbox"/> Previous Employment Confirmation <input type="checkbox"/> Employment Reference Check If more than one reference should be contacted, please specify max nr of references to be contacted: _____
2		<input type="checkbox"/> Previous Employment Confirmation <input type="checkbox"/> Employment Reference Check If more than one reference should be contacted, please specify max nr of references to be contacted: _____
3		<input type="checkbox"/> Previous Employment Confirmation <input type="checkbox"/> Employment Reference Check If more than one reference should be contacted, please specify max nr of references to be contacted: _____
4		<input type="checkbox"/> Previous Employment Confirmation <input type="checkbox"/> Employment Reference Check If more than one reference should be contacted, please specify max nr of references to be contacted: _____
5		<input type="checkbox"/> Previous Employment Confirmation <input type="checkbox"/> Employment Reference Check If more than one reference should be contacted, please specify max nr of references to be contacted: _____
6		<input type="checkbox"/> Previous Employment Confirmation <input type="checkbox"/> Employment Reference Check If more than one reference should be contacted, please specify max nr of references to be contacted: _____

**IMPORTANT NOTE:**

**Previous employment confirmation:**

**Employment Reference Check:**

An HR confirmation will be conducted to confirm the dates of employment, position held, and reason for leaving (if applicable/available) A character- and work performance reference interview will be conducted with contactable references. More than 1 reference check per position held can be requested but should be specified above. By default, 1 reference will be contacted/attempted to be contacted per employer.