



# Screening process information

Employees determine the success of an organisation. Therefore, our client, your (future) employer, has registered you for an employment screening.

DISA is market leader in employment screening and will guide you through the process. We do this via our online application where you can submit and upload all information. As soon as a screening check is completed, the results are directly visible in our application for you and your employer. When every check is completed, the final screening report can be viewed and evaluated.

To guarantee a fast and efficient screening process, we discuss the different screening checks in this factsheet. Your screening consists of one or more checks.

In this factsheet we discuss the most frequently used screening checks.

## Screening checks

### 1. Verification identity document

One element of the employment screening can be the verification of your identity document. You are requested to upload your identity document via a QR code in the online application.

- **Passport:** The front page including your picture and personal details.
- **Identity card/residence permit:** The front and back side of the card.

Important: A driving license is not sufficient.

**Please note:** The client (often your future employer) may opt for full identification, asking you to take a selfie after uploading your identity document.

## 2. Checking education, degrees, and diploma's

Another frequently used check is the education check. In this case DISA checks the highest level of education completed by you. In the case of an international education, you may be asked to upload additional documentation, such as your diploma. Sometimes, our client requests the verification of additional education and courses.

## 3. Checking work experience or most recent projects

With the work experience check, your current and past work experience is checked. For this, we will contact a referee you have provided. Did you work as a freelancer? Then we will check a few assignments or projects.

To verify your work experience, we ask the following:

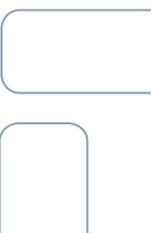
- The exact start and end date of your employment, your position, and the name of the organisation you were working for.
- Corporate contact details of your referee(s) who is currently working for the company to verify the above-mentioned information. Does your referee no longer work for the organisation? Please contact the organisation to collect the contact details of a referent that can confirm your working experience. You can also submit the contact details of the HR department. Please note, for your (future) employer it is important that all the working experiences are verified.
- Timely inform your referee(s) of your screening. Your referral request will be handled faster, so the screening can be completed sooner. Your referees will be contacted as soon as you have submitted your data.

## 4. Requesting a Certificate of Good Conduct (CGC) in the Netherlands or its international equivalent (criminal record)

Lastly, the check of the CGC or international equivalent (criminal record) can be part of your screening. We will send you an e-mail with the steps to apply for the document in the country where you are registered, or where you have lived. On average, you will receive the document within 2 - 8 weeks. Have you received the document? Then upload a clear photo or scan of the document in the check in your screening.

For some countries, DISA does the application on your behalf, and the document will be added in the screening by DISA.

**Please note:** The four screening checks mentioned above are frequently used in a screening. It can be possible that your screening consists of one or more of these checks, and/or additional checks.



# Screening process



## Client requests a screening for you

The client registers you for a screening with DISA via the online application. The client determines the screening checks for the screening profile, that apply to your position.



### STEP 1

#### Activate account and log in

You will receive an email with an activation link, for activating your screening account. To be sure, we also send a text message to tell you that your screening has started. After having activated your account, you can log in with your username (email address) and password.

You can also choose to enable two-factor authentication when logging in. This ensures an even more secure way of logging in, where you also have to fill in a code in addition to the regular login. This is not mandatory, you can also skip this part.



### STEP 2

#### Go through screening checks

When you are logged into your account, you are informed about the processing of your personal data. Then, you can complete and confirm all relevant data for each check. Carefully read which information is requested of you. The more complete you provide this information, the sooner your employment screening can be processed and completed.

When you have supplied the required information, the different elements of your employment screening can be submitted. Note that immediately after submitting your work experience, the referee(s) and/or employer(s) you have listed will be contacted. Make sure they have been informed prior to your screening.



### **STEP 3** **DISA processes screening**

Our support department processes all the checks of your employment screening. We check your input first, before starting with the verification of your input. If the data appears to be incorrect or incomplete, we will request you to provide additional information.

As soon as your data is complete, our support department shares the information with data suppliers to verify data, as well as your referee(s), employer(s) and educational institute(s). They will then confirm whether the information you have shared is correct.

If your employment screening includes a Criminal Background Check, you will receive instructions on how to apply for the document. Did you receive your document? Please upload a clear photo or scan of the document in the check in your screening. In some cases, DISA will do the document application on your behalf, and DISA will upload the document in the screening.



### **STEP 4** **Completing the final screeningreport**

Requesting a Criminal Record often takes longer than other screening checks. Therefore, we create a concept report without the Criminal Record. Your screening then has the status 'Wait for Criminal Record'. This means that all the screening checks are finished and the report is visible for you and your (potential) employer. No further adjustments can be made to the concept report.

Once the last check of the screening is finished, a complete screening report is created that includes every check. You and our client will receive an email saying that the screening has been completed and the report is made available in your screening.



# Checking the status of your employment screening

Are you curious about the status of your screening? For privacy reasons, we do not share information about screenings by phone or e-mail. However, you can log in to the online application to track the status there.

## Do you have any questions?

For questions about the outcome of your screening report, please contact our client, your (future) employer.

For questions concerning your screening process, please contact DISA Support via this [link](#), via [email](#), or call + 31 88 050 2111.

## Privacy

DISA complies with all legal requirements of the General Data Protection Regulation (GDPR). You can read how we handle your personal data in the Privacy Statement, you can find it in the Declaration Form in your screening.