SISQS.

Security Industry Supplier Qualification Scheme

THE PLAIN ENGLISH STUDY GUIDE

BS 7858 Made Simple

Security screening and vetting explained for the people who actually do it: applicants, officers, screeners and managers.

A free companion to the Induction Portal BS 7858:2019 course
Aligned with BS 7858:2019 (incorporating the C1:2022 correction) · Edition 1, August 2026
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. About this guide

This study guide walks you through **BS 7858:2019, Screening of individuals working in a secure environment: Code of practice**, in everyday British English. It has one job: to make sure that when screening happens to you, or you carry it out for someone else, you understand exactly what is going on and why.

Three honest points before we start:

- **This is our explanation, not the standard itself.** Every word in this guide is original SISQS writing. The standard is published and owned by BSI, and if your company claims compliance you should hold a licensed copy, available from the BSI shop.
- **BS 7858 is a code of practice.** It says what organisations *should* do, and a company claiming to follow it needs to be able to justify anything it does differently. It is guidance done properly, not a tick-box law.
- **Nothing here is legal advice.** Where the law comes in, such as data protection or right to work, we point at the official source.

> **In plain terms:** Read this guide alongside the free Induction Portal BS 7858 course. The course teaches and tests you; this guide is the reference you keep.

What's inside

1. What BS 7858 is, and why anyone bothers

Some jobs put people close to things worth stealing, damaging or leaking: cash, keys, data, buildings, other people's safety. BS 7858 exists because employers in those environments cannot afford to guess who they are hiring. It sets out a careful, fair way to check a person's background before trusting them in a secure environment.

The 2019 edition matters because it widened the net. Screening is no longer just a security-industry habit: any organisation whose work makes the security or safety of people, goods, services, data or property a requirement can use it. Banks' contractors, data centre cleaners, CCTV controllers, alarm engineers, corporate receptionists: if the role could be misused, screening applies.

The standard is built on three ideas:

- **Risk drives everything.** The organisation decides, based on risk, how deep to go and what to accept. Screening produces information; a human weighs it.
- **The top of the company owns it.** Responsibility sits with top management. They can delegate tasks, never the accountability.
- **Informed decisions, not perfect people.** Screening does not demand a spotless life. It demands enough verified background information to make a sensible employment decision.

It applies to everyone in relevant employment: full-time, part-time, temporary, directors, sole traders. Seniority is not an exemption; if anything, senior access means more risk, not less.

Remember this: Failing screening does not always mean a person is unsuitable. Sometimes the required positive evidence simply could not be obtained. The standard itself makes that point.

One scope note worth knowing: BS 7858 sits on top of normal recruitment. It does not replace interviews, right-to-work checks or judging whether someone can actually do the job; it adds the background-checking layer.

2. The words that matter

The standard uses a small set of defined terms. Learn these and every other sentence gets easier.

Term	Plain English meaning
Screening period	The stretch of history checked: at least the five years before the relevant job starts, or back to the person's 16th birthday if that is more recent. Contracts, insurers or industry rules can stretch it longer, often to ten years.
Relevant employment	A job giving access to data, information, assets or equipment that could be misused to create a security risk for the organisation, its clients or anyone else.
Limited screening	The minimum checks that must be finished before someone can start on a conditional basis: the required information, the preliminary checks, and a confirmed three-year career history.
Conditional employment	Working while full screening finishes. Allowed only after limited screening, and it ends if full screening is not completed in time.
Confirmed employment	The real thing: granted only when full screening has been completed satisfactorily.
Screening controller	The person responsible for making sure screening is done correctly.
Screening administrator	The person doing the day-to-day screening work, in-house or at a screening provider.
Top management	Whoever directs and controls the organisation at the highest level. They own the risk.
Screening file	The separate file holding everything gathered about one individual's screening.
Subcontractor	People doing the organisation's work without being employed by it: agency staff, temps, contracted firms.
Ancillary staff	Support people such as admin, maintenance and cleaning, screened when they can reach sensitive information, assets or equipment.
Outsource	Paying an external organisation to run part of the process. You can outsource the work, not the responsibility.

In plain terms: The version you may see quoted is BS 7858:2019+C1:2022. C1 is a minor correction to the 2019 text, not a new edition. The recommendations you learn here are the same.

3. Who does what

Top management

The board or owner should commit to the standard, put real resource behind the process, support the people running it, and make sure everyone knows who is responsible for what. Certain risk decisions later in this guide can only be signed off at this level. Delegating the typing is fine; delegating the accountability is not.

The screening controller

Owns the quality of the process: reviews files, keeps progress moving for every candidate, deals with concerns, and confirms when limited and full screening are genuinely complete.

The screening administrator

Runs the checks day to day: gathers documents, writes to referees and past employers, chases responses, records everything on the verification progress sheet.

Rules for everyone involved in screening

- **Screeners get screened.** Controllers and administrators go through BS 7858 themselves, and nobody may screen their own file.
- **Confidentiality in writing.** Screeners sign a confidentiality (non-disclosure) agreement covering employment and afterwards.
- **Trained, and refreshed.** Screeners should be trained on the standard, data protection and the consequences of getting it wrong, with competence reviewed at least annually and records kept. Online training should be recorded electronically; other training signed by trainee and trainer.
- **Fact, not opinion.** Recorded information should separate what is evidenced from what is merely someone's view.
- **Departments talk to each other.** Where interviewing, screening and hiring sit in different teams, their roles and authority should be clearly divided and coordinated.

If screening is outsourced

A screening provider can do the legwork, and the hiring organisation still owns the outcome. It should satisfy itself the provider follows the standard and review each completed screening file itself. Third-party certification of the provider is worth considering.

Remember this: An organisation can outsource the screening work. It can never outsource the responsibility for the result.

4. The screening journey at a glance

Here is the whole process in one picture. Everything after this chapter is detail on one of these steps.

1. **Application, information and consent.** The applicant provides their details and history, and signs the authorisations that let checks happen (Forms 3 and Consent).
2. **Interview.** The organisation interviews the individual before any offer is made.
3. **Preliminary checks.** File opened, information reviewed, identity verified, address confirmed, sanctions and public records searched.
4. **Limited screening.** Everything above plus a confirmed, continuous three-year career history.
5. **Conditional employment (optional).** With risk assessed and documented, work can begin while full screening continues, on clear written terms.
6. **Full screening: the clock runs.** Whole screening period verified with no unverifiable gap over 31 days. Deadline: 12 weeks (five-year screen) or 16 weeks (ten-year screen), extendable once by up to 4 weeks with top-management approval and evidence of chasing.
7. **Final gate and decision.** SIA licence, police letter or disclosure in place; file reviewed; confirmed employment granted, or not.
8. **Records.** Screening file kept during employment and for seven years after leaving; failed preliminary files kept 12 months.

> **In plain terms:** Notice what the order protects: nobody starts work before limited screening, and nobody becomes permanent before full screening. The two gates are the whole design.

5. What the applicant must provide

Screening starts with the applicant's own account of themselves. The organisation should ask for, at the right point in the process:

- **Who you are:** full name, any previous names or aliases used during the screening period, date of birth, National Insurance number, full five-year address history with from and to dates, evidence of the right to work in the UK, and your SIA licence number and expiry if you hold one.
- **What you have been doing:** education, employment, self-employment, unemployment and any gaps, covering the whole screening period. Career breaks count as part of the story, not blank space.
- **Criminal matters:** all cautions and convictions, including motoring offences and anything pending, subject to the Rehabilitation of Offenders rules.
- **Financial matters:** bankruptcies, county court judgments (including satisfied ones), IVAs and similar arrangements within the screening period.
- **Signatures that make it work:** written authorisation for the organisation to approach employers, government departments and schools; a signed declaration that the information is true and that screening is a condition of the job; and an acknowledgement that misrepresentation or hiding material facts can end an offer, end employment, or lead to legal action.

Two practical notes. First, if you do not want your current employer contacted before an offer is made, say so: the standard allows that, on the understanding the offer can be withdrawn if screening then fails. Second, electronic signatures are acceptable.

Remember this: Honesty is the whole game. An awkward truth, declared, is usually manageable. The same truth discovered after a false declaration rarely is: it becomes evidence of deception.

6. Preliminary checks

Before anything else, the organisation should complete these minimum checks for every person screened:

- **Open the screening file** and confirm all requested information has arrived, reviewing it to judge that the person is likely to complete screening.
- **Verify identity.** Documents should be photographic wherever possible (passport or photo driving licence), checked as originals against the person standing there, examined for tampering, and copied for the file with a record of who checked them. Acceptable documents follow the DBS identity-checking Group A and B lists.
- **SIA licence holders:** see the original licence and verify it against the SIA's public register, keeping a copy of the register result. No licence? The organisation should still be able to show how it confirmed identity.
- **Confirm the current address** with checked documents, copies on file.
- **Sanctions and watchlists:** cross-reference names against sanctions, watchlist and fraud databases, including HM Treasury's consolidated list of financial sanctions targets.
- **Public record information** through a credit reference agency or its agent: electoral roll at the current address (or other proof such as utility bills if opted out), linked addresses over five years, CCJs and IVAs, bankruptcy orders, aliases and date of birth. This is not a credit score check; it is public record.

If the search raises a concern, the applicant should be invited to explain. A fair process listens before it judges; the explanation and evidence go on file.

> **In plain terms:** For the applicant, this stage feels like paperwork: documents, one form after another. Every item has one purpose: proving the person and the history are real before trust is extended.

7. Money matters and accepting risk

Why does a security standard care about money? Because serious financial pressure is one of the classic reasons trustworthy people go wrong, and because a history of unmanaged debt can indicate risk in a role handling cash or valuables. The point is not to punish poverty; it is to make the organisation look, think and decide consciously.

Three findings require a named senior person to review the evidence and sign acceptance of the risk before things proceed:

Finding	What the standard expects
CCJs over £10,000 in total, satisfied or not	Top management or an authorised person reviews the documentation and signs to accept the risk.
Bankruptcy	Same senior review and signed acceptance.
The person is, or was, a director of another organisation	Same senior review and signed acceptance; a Companies House search is sensible.

That signature lives on **Form 5, Acceptance of Risk** (chapter 15). The organisation can also agree block acceptance procedures with its insurers.

Remember this: A finding is not a verdict. The standard's design is: find it, discuss it with the person, document the evidence, and have someone senior enough own the decision in writing.

8. Limited screening and conditional employment

Businesses cannot always wait three months to fill a shift. The standard's answer is a controlled early start, never an unchecked one.

What must be true before a conditional start

- The risk of the specific role has been evaluated, found acceptable, and documented.
- All preliminary checks are complete (chapter 6).
- **Limited screening** is complete: a confirmed, continuous career history for at least the **three years** before application (or back to age 16). Confirmation can be oral or written, and whoever gives it must themselves be identified. One street-wise rule: when confirming by phone, the number is found independently; a number supplied by the applicant is never relied on.

The clock

- Five-year screen: full screening completed within **12 weeks** of the conditional start.
- Ten-year screen: within **16 weeks**.
- One extension of up to **4 weeks** is possible, only with evidence that written verification requests were actually made, and only with approval from top management or an authorised person, recorded and easy to produce.

The person's terms should say plainly that confirmed employment depends on full screening finishing in time, and that conditional employment ends if it does not. Where screening cannot be completed satisfactorily, the person should not continue in relevant employment. The extension exists for genuinely slow referees, not to paper over an under-resourced screening desk.

> **In plain terms:** If you are working a conditional start: reply fast when the screening team asks for something. The clock is real and it is your job on the line, not theirs.

9. Proving your history, period by period

Full screening means verifying the whole screening period, in writing, from sources found and contacted directly, with copies kept, and **no unverified stretch longer than 31 days**. Different kinds of time need different proof:

Period	How it gets verified
Employment	Written confirmation from the employer. A current employer is only approached with the person's prior written permission. If an employer cannot confirm, documents can: payslips, P60s, a P45 showing the leaving date, contract, redundancy letter, bank statements showing salary, company ID or correspondence, ideally two different items.
Registered unemployment	Confirmation from the DWP or other government agency. If the department says records are unavailable, that stretch is treated as unverified and handled accordingly.
Self-employment	Evidence from HMRC, banks, accountants, solicitors, or trade and client references.
Education	Confirmation from the school or college; a leaving date inside the screening period should be confirmed.
Career breaks	The reason established and evidence relevant to the situation requested: caring, parenting, voluntary breaks all count once evidenced.
Living abroad	Approaches to overseas employers where possible, plus dates from passports and work permits.
Travel over 31 days	Evidence that satisfies the screener the person really was abroad for those dates: tickets, booking paperwork, visa and passport stamps, card or currency records, phone bills, references from work done abroad.

Genuineness matters as much as coverage: the standard expects the source itself to be checked, and where confirmation arrives by text or email, the sender's details verified through direct contact, with a record of how.

Remember this: The 31-day rule is the spine of full screening. Big verified blocks, no mystery months.

10. The statutory declaration: the last resort

Occasionally a period genuinely cannot be verified: the company dissolved, records destroyed, the trail cold. For that, and only that, the standard allows a **statutory declaration**: the person formally declares the missing facts before a solicitor, commissioner for oaths, notary public or justice of the peace, under the Statutory Declarations Act 1835. Lying in one is a criminal offence.

Its limits are tight, and knowing them is a favourite exam question:

- It may cover **one unverified period of no more than six months** within the most recent five years of the screening period; or
- for screens longer than five years, unverified periods totalling **no more than six months** in the earlier years, and this use needs the **prior documented approval of top management**.

It is the fallback when demonstrable effort has failed, never a shortcut for a slow referee. Form 4 (chapter 15) is the template; Form 5 can document the top-management approval.

> **In plain terms:** Think of it as the emergency patch: small, rare, senior-approved, and legally binding on the person making it.

11. The final gate before confirmed employment

Alongside the verified history, the organisation should make sure at least one of these is held by, or obtained for, every person screened:

- an **SIA licence** for the appropriate sector, where applicable; or
- an **NPCC Appendix C police check letter** under the security systems policy (England, Wales and Northern Ireland, mainly for alarm and security-systems companies); or
- a **disclosure** from the appropriate body: DBS in England and Wales, Disclosure Scotland, or Access NI.

Roles bringing contact with children or vulnerable adults may justify a higher level of disclosure. And a reminder from earlier in the journey that belongs at this gate too: the organisation should interview the individual before any offer of employment is made.

Then the decision. **No confirmed employment without satisfactorily completed full screening.** The screening controller keeps every case under systematic review throughout, with the verification progress sheet recording each action taken.

Remember this: Confirmed employment is earned twice: once by the applicant's honesty, once by the screener's completed file. Neither substitutes for the other.

12. Subcontractors, ancillary staff and business transfers

Three situations catch organisations out because the person at risk is not a normal new hire.

Subcontractors and agency staff

The standard applies to everyone engaged in relevant employment on the organisation's behalf, employed or not. Before letting subcontracted people work, the organisation should either obtain evidence that the subcontractor operates to BS 7858, such as UKAS-accredited certification covering BS 7858 or SIA approved contractor status plus a written statement that the individuals supplied were screened, or a fully completed screening file for each person, or screen them itself. The Private Security Industry Act 2001 sits behind this whole area.

Ancillary staff

Cleaners, admin, engineers and other support staff should be screened when their access reaches sensitive information, assets or equipment, and the organisation should have working procedures that keep unscreened people away from that access. The badge on the lanyard matters less than the doors it opens.

Acquisitions and transfers

When staff arrive through a business purchase or TUPE transfer, their screening status should be reviewed. Documented previous BS 7858 screening, or a compliant employee liability information document, can be accepted as confirmation. Anyone who cannot be shown as screened should be screened within the screening period, counted from the transfer date. Employment law applies throughout, so decisions about transferred staff who cannot meet the standard are taken with care, not haste.

> **In plain terms:** One question unlocks this whole chapter: could this person, however they got here, misuse the access their work gives them? If yes, their screening status is the organisation's business.

13. The screening file and record keeping

If it is not written down, it did not happen. The standard expects:

- a **separate screening file** for every individual, with conditionally employed people identifiable at a glance, showing prominently the date conditional employment began and when it must end if screening is not completed;
- a **verification progress sheet** (Form 2) or equivalent for each person, recording every request, chase and confirmation;
- screening records held **confidentially and securely**, protected from unauthorised access and alteration.

How long records are kept

Situation	Retention
Unsuccessful at preliminary screening	Minimum 12 months, then secure disposal
During employment	The screening file is retained throughout
After employment ends	Seven years for the core records: the information provided, the signed misrepresentation acknowledgement, proof of identity, the confirmed career history, the verification progress sheet, employment verification, any statutory declaration, and any acceptance of risk

A leaver's new employer can, with the individual's express written consent, be supplied a copy of the screening records: that is how previously screened staff avoid being screened from scratch.

14. Data protection essentials

A screening file is a concentrated pile of personal data, some of it sensitive. UK GDPR and the Data Protection Act 2018 run through every page of this subject, and the standard's own housekeeping expectations are concrete:

- clear desks and locked cabinets at the end of the day;
- confidential waste disposed of properly, spoiled documents included;
- access to data, and to records of telephone conversations, controlled and reviewed;
- for electronic storage, the information-security standards ISO/IEC 27001 and 27002 and BS 7799-3 are the reference points;
- screening working practices reviewed regularly and updated.

Two principles carry most of the weight. **Need to know:** criminal record and financial information is seen only by those who need it for the recruitment decision. **Fact over opinion:** the file records what was evidenced, in neutral language, because the individual has rights over that data, including the right to see it.

Social media deserves a mention: open-source checks are not part of the standard's provisions. They may only ever be additional information, handled with care to avoid unlawful discrimination.

> **Remember this:** Treat every screening file the way you would want your own treated: locked, minimal, factual, and seen only by people with a reason.

15. The six forms, walked through

The standard's Annex A offers example forms, deliberately informative so organisations can restyle them. The six below are the SISQS editions used in the Induction Portal course: same jobs, cleaner presentation. Blank versions are for illustration; your employer's own versions may differ in look while doing the same work.

Form 1: Oral Enquiry

Records a verification made by telephone: who was called, on what independently confirmed number, what they confirmed, and any comments on suitability. Adverse answers go straight to the screening controller.

FORM 1

Oral Enquiry

1. Employee (applicant)

Surname: ....

Forename(s): ....

2. Verifier

Name of organisation: ....

Telephone number: ....

Telephone number verified: ....

Name of contact individual: ....

Dates employed: ....

– as stated by employee: ....

* – as confirmed: ....

* Please comment on the applicant's suitability for the role.

....

....

* Do you have any other relevant comments you wish to make regarding the applicant?

....

....

Signed: .... Date: ....

(Screening administrator)

* Where response indicates that applicant is NOT suitable for proposed employment, bring to immediate attention of screening controller responsible for screening.

Form 2: Verification Progress Sheet

The spine of the screening file: every period of history, every request and chase, every document seen, and the conditional and confirmed authorisation trail, on one sheet.

FORM 2

Verification Progress Sheet

Surname:		First name(s):			
DOB:	N.I. No.	12/16 week screening period from:	DD/MM/YYYY	To:	DD/MM/YYY
File reviewed on:		File reviewed by:			
File completed:					

Information given by the applicant			1st request sent	2nd request sent	Confirmation		Audi
From MM/YY	To MM/YY	Employer / History / Education			From	To	

	COPY	ORG	N/A	COMMENTS	AUDI
UK Passport Valid/Expired					
UK Birth certificate					
Residence Permit Card/Visa					
EU/Foreign National Current Passport					
NI document (P60/P45/HMRC/DWP)					
Marriage certificate					

Deed poll documents					
Consumer Information check					
Discharge certificate					
Proof of address					
SIA licence/Disclosure					
Sanctions list check					

AUTHORISATION	CONDITIONAL	CONFIRMED
Authorised signature		
Authorised date		
Employment start date		
Probation period		
Declined signature		
Declined date		

CODES					
AR	Accountant's reference	**CL**	Chaser letter	**RA**	Executive Risk of Acceptanc
DR	Documentation request	**ER**	Education reference	**FI**	Further information request
SDR	Statutory declaration request	**TR**	Trade reference	**WR**	Work reference

Form 3: Authorisation and Compliance

The applicant's signed permission for the checks and their declaration that everything provided is true: the legal foundation the rest of the file stands on.

FORM 3 Authorisation and Compliance

DECLARATIONS

I understand that employment with this company is subject to references and screening in accordance with BS 7858.

I confirm that the information I have provided on my application is true and complete to the best of my knowledge. I understand and agree that I will be subject to any or all of the following checks:

- Address check
- Financial probity check which the company will retain on file
- ID verification checks
- Academic/professional qualification check
- Employment history, including any periods of unemployment/self-employment and any gaps
- Criminal background check

I authorise the company or its agents to approach government agencies, former employers and educational establishments for information relating to and verification of my employment or unemployment history, a consumer information search and ID check with a credit reference agency, which will keep a record of those searches in line with current legislation.

I further declare that any documents that I provide as proof of my identity, proof of address, and any other documents that I provide are genuine, and that any falsified documents may be reported to the appropriate authority. I understand that it may be a criminal offence to attempt to obtain employment by deception and that any misrepresentation, omission of a material fact or deception will be cause for immediate withdrawal of any offer of employment.

I accept that I may be required to undergo a medical examination where requested by the company. I understand and agree that if so required I will make a statutory declaration in accordance with the provisions of the Statutory Declarations Act 1835, in confirmation of previous employment or unemployment.

I understand that any false statement or omission to the company or its representatives may render me liable to dismissal without notice.

By signing this declaration, I agree that I have provided complete and true information in support of the application and that I understand that knowingly making a false statement for this purpose is a criminal offence.

Please sign to confirm you agree to the above processing terms:

SIGNATURE: ....

PRINT NAME: ....

DATE: ....

Form 4: Statutory Declaration

The last-resort template from chapter 10, sworn before a solicitor or similar, for small unverifiable periods only.

FORM 4 **Statutory Declaration**

I [insert full name as shown on your passport]

of

[insert residential address]

holder of Passport No [insert passport number]

Date of birth [insert date of birth]

Do solemnly and sincerely DECLARE as follows:

1) (set out the required information in numbered paragraphs)
2) ...
3) ...

I make this declaration conscientiously believing the same to be true and in accordance with the provisions of the Statutory Declarations Act 1835.

I hereby certify that, to the best of my knowledge, the details I have given above are complete and correct.

I understand that any false statement or omission to the company or its representatives may render me liable to dismissal without notice.

DECLARED .... the .... day of .... 20 ....

....
(signature)

Company Representative:

....
(signature)

Form 5: Acceptance of Risk

Where a senior person signs, with reasons, for the risks chapter 7 describes: large CCJs, bankruptcy, directorships, or any concern the process surfaced.

FORM 5 **Acceptance of Risk**

Risks identified during the consumer information search are to be signed off. Top management or an authorised person, having reviewed the documented evidence, are to sign off the screening file.

Applicant's name: ....

Applicant's address: ....

....

Date conditional employment commenced: ....

Items requiring acceptance of risk: ....

....

Screening Controller: .... Date: ....

Declaration:

The above named applicant's screening file has been reviewed and I have/have not accepted this applicant as being appropriate having considered **BS 7858:2019** because:*

....

....

....

* Signatory to provide reason for sign-off.

Name: .... Signed: ....

Position: .... Date: ....

Consent: Criminal Background Check & Screening

Plain-English consent for the criminal record check and screening overall, including the reassurance that a record does not automatically bar employment.

CONSENT Criminal Background Check & Screening

CRIMINAL BACKGROUND CHECK

You are applying for a position of trust and in the event of being offered employment by the company we may apply for a criminal background check. However, having a criminal record does not necessarily bar you from employment. For more information ask a member of staff for a copy of the appropriate criminal record body code of practice and/or our company policy statement regarding ex-offenders. Criminal record information is treated in a sensitive way and is restricted to those who need to see it to make a recruitment decision. By signing this document, upon request you agree to provide a copy of the criminal record certificates. The criminal background information is not retained. By signing below you agree to this process.

SCREENING

The applicant consents to being screened in accordance with BS 7858 and will provide information as required. Any offer of employment is subject to satisfactory screening and the applicant acknowledges that any false statements or omissions could lead to termination of employment.

Applicant name: .... NI number: ....

Applicant signature: .... Date: ....

16. Jargon buster, quick answers and free resources

Quick answers

Question	Answer
How far back does screening go?	At least five years, or to age 16 if sooner; some contracts require ten.
Can I start work before screening finishes?	Yes, conditionally, once preliminary checks and a three-year confirmed history are done, and only until the 12/16-week clock runs out.
What is the biggest gap allowed without verification?	31 days. Bigger gaps need evidence or, in tight limits, a statutory declaration.
Do CCJs or bankruptcy automatically fail me?	No. Over £10,000 of CCJs, or bankruptcy, means a senior person must review and sign acceptance of the risk.
Does a caution or conviction automatically fail me?	No. It must be declared and is weighed under the Rehabilitation of Offenders rules; hiding it is what usually ends applications.
Who sees my file?	Only those who need it for the decision; it is kept securely during employment and for seven years after.
My old employer no longer exists. Stuck?	No: payslips, P60s, P45, contracts and bank statements can evidence the period; a statutory declaration is the backstop.

Free resources

- **gov.uk right-to-work checks**: www.gov.uk/check-job-applicant-right-to-work
- **DBS identity checking guidance (Group A and B documents)**: www.gov.uk/government/publications/dbs-identity-checking-guidelines
- **SIA licensing and the public register**: www.gov.uk/guidance/find-an-sia-licence-holder-or-check-a-licence
- **HM Treasury consolidated financial sanctions list**: www.gov.uk/government/publications/financial-sanctions-consolidated-list-of-targets
- **NPSA pre-employment screening guidance**: www.npsa.gov.uk
- **The standard itself (licensed copy)**: the BSI shop at knowledge.bsigroup.com
- **The free Induction Portal BS 7858 course, exam and certificate**: www.inductionportal.co.uk/training/BS7858-Free-Course.html

About SISQS. The Security Industry Supplier Qualification Scheme builds screening and vetting software and standards support for UK security businesses. This guide is provided free with the Induction Portal training platform.