

MENU OF SERVICES

Identity and Address Confirmation Checks

Identity Confirmation	An essential element, includes positive identification with verification and validation of identity documents	
Address Confirmation	Verification of address, including Electoral Roll	Current or up to 10 years history

Employment, Right to Work and Qualification Checks

Employment/Education Confirmation: Verification of available records and validity of information provided e.g. company no longer trading	Verification of employment/education history	Current or up to 10 years history
Employment GAP Analysis	Investigation of gaps in employment, verified where possible	
Right to Work Check	Verification of the right to work in the UK and any limitations	
Candidate Telephone Interview	Experienced interviewers conduct a comprehensive screening interview	
Reference Checks	Each referee is checked to ensure that they are genuine prior to taking a reference	
Qualification	Confirmation from the awarding body to validate authenticity	
Professional Membership	Confirmation from the awarding body to validate authenticity	

Criminal Record Checks

Online Criminal Record Checks Basic/Standard/Enhanced	Legally required for certain positions such as those working with vulnerable adults or children, if you are unsure, please ask	
Paper Based Criminal Record Checks	A UK criminal record check where a postal service is required	
DBS Route 2 Identity Checking	Confirmation of identity in compliance with Disclosure and Barring Service needs	

Background Checks

Financial Check	Confirmation of credit history and outstanding judgements	
FCA Register	Check under FCA 2000 and Money Laundering Regulations 2007	
Civil and Litigation Checks	Detailed search of UK court cases	
Directorship Checks	Confirmation of current directorships	
Organisational Due Diligence	Details of company associations	
Combined Organisational Due Diligence	Combination of directorships and associated companies and cross referencing	
UK Drivers Licence Check	Official confirmation of validity of documentation and endorsements	
Enhanced Red Flag Analysis	Detailed examination of information, documentation and conflicting information, highlighting of gaps, anomalies and other red flags	
Doctor (GP) Check	Confirmation of status and misdemeanours/disciplinary actions	
Mortality Checks	Verification that the person is or is not listed as deceased	

Social Media and Affiliations Checks

Animal Rights Connections Check (ARC)	Search of our unique database of around a million individuals with associations and/or sympathies for animal rights causes	
Internet/Web Mining	Open Source Intelligence (OSINT) to check online reputation/digital footprint and publications	
Sanctions, OFAC and Politically Exposed Persons (PEP) Checks	Individuals identified as fraudsters, extremists, terrorists, or carrying significant risk to organisations	

agenda



- Pre-Employment Screening
- International Screening
- Internet Mining (OSINT)
- Background Checks
- Criminal Record Checks
- Cyber and Security Training
- Security Audits and Consultancy

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ABOUT AGENDA

MAKING SCREENING AS SIMPLE AS 1, 2, 3.

Agenda Screening Services™' core role is pre-employment screening. We are market leaders in this discipline and since 1996, Agenda has built and maintained a wide spectrum of clients Worldwide.

We are proud to offer bespoke screening solutions, alongside the Government Standards of BPSS and BS7858 and we are also an Umbrella Body for the Disclosure and Barring Service (DBS). In addition, Agenda's 24/7 365 screening tracking service is available to all clients, showing you results in real time.

Our certifications include:

- ISO27001 (Information Security Management),
- Cyber Essentials
- ISO9001 (Quality Management),
- ISO14001 (Green Processes),
- Investors in People (People Development).

Our company values of **Respect, Reputation** and **Responsibility** and our commitment to continual professional development through our Investors in People certification enables us to be efficient, responsive and proactive in meeting your needs.



OUR TEAMS

Agenda's team of dedicated staff are fully trained to provide support to both clients and candidates in all situations.

We have teams dedicated to specific sectors and clients, which means that our staff become experts in the fields they work within day to day, and are always available to answer your questions.



DEDICATED PHONE LINES

Agenda understands that candidates undergoing a pre-employment screening for the first time may be concerned about submitting their personal information.

We pride ourselves on offering a personal approach with staffing to make sure phone lines are available at all times.



LEADING TURN AROUND TIMES

Agenda delivers industry leading turnaround times, combined with high quality and the capacity to meet all of your screening needs.

Some checks can be completed within one working day if a fast response is needed, and our average turnaround time is five working days.



EASY TO USE SYSTEMS

Agenda's screening software is a fully validated, audit trailed and quality controlled system with client and candidate usability at the core of its design.

Simple ordering processes, secure data entry and comprehensive management reporting make it one of the most efficient screening systems around.



SECURE PROCESSES

We take information security seriously, which is demonstrated by our Secured by Design facilities and fully screened staff trained in the handling of personal information.

We are certified to ISO 27001 and have implemented key elements such as the secure destruction of confidential materials, business continuity management, GDPR compliance and cyber essentials.



GLOBAL REACH

Agenda's pre-employment screening services span the world, with access to in-country expertise and global pre-employment screening solutions that fit both legal and cultural compliance.

Our dedicated team work multiple shifts to enable us to cover as many time zones as possible.

OUR VALUES

RESPECT

We respect the dignity of our colleagues, our clients, their candidates, our place of work and the environment. Underpinned by our ethos of being a Great Place to Work.

REPUTATION

We take pride in delivering consistently excellent services, pro actively monitor reliability, improve performance and embrace continued professional development.

RESPONSIBILITY

We take responsibility to understand and meet stakeholders needs and act with integrity at all times whilst maintaining legal and regulatory compliance.

ISO14001
Green
Processes

ISO9001
Quality
Investors in
People

ISO 27001
Information
Security
Management
Standard

WHY SCREEN?

Enables busy HR teams to concentrate on other core priorities.

Improves efficiency and speeds up on-boarding processes, reducing the cost to your business.

Effective screening helps hire the best candidate, reducing the cost of turnover due to bad hires.

DELIVERING EXCELLENCE

"Agenda are our go-to company for screening services due to the prompt turnaround and knowledgeable support."

"We were pleased to choose Agenda, they demonstrated an understanding of our operational environment. I have no hesitation in recommending them."

"The Agenda team are always very helpful. The Screening process is thorough. Good service overall."

Delivering excellence in staffing and screening solutions.

