



People Risk Management Services

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 Reg..No: CK98/00631/23

ASSIGNMENT REQUIREMENTS

Company Name: _____ Contact person _____

Division to be charged: _____

Please find below a breakdown and checklist of information we would require in order to complete an assignment:

Candidate Name: _____

	Check ✓
Copy of the candidates CV	
Copy of the Job Spec (in order to design questions) this is required for reference checking on previous employment	
Copy of the Indemnity Form signed by the candidate – for any checks to be completed	
Copy of the candidates ID document or Passport (Required for Criminal Check)	
Candidates contact telephone number & address.	
Please check to see that the CV reflects the candidates’ academia, the name of institution, student number, copy of certificate and year completed.	
Names, telephone numbers or e-mail addresses of referees	
Credit check – names, address, ID No. or date of birth	

Please clearly indicate which verification check you would like us to complete:

Reference Checking (Standard) x 1 or 2	
Reference Checking (Executive) x 1 or 2	
Qualification Verification x 1 or 2	
Drivers Licence Verification	
Criminal Record Check	
Finger Print Check	
Individual Credit History & Judgement Report (normal check)	
Company Registration, Directorship, Risk & Credit Verification	
Other	