

Welcome page: After candidate registers, then they obtain the access for the screening application, below is the first page

Welcome to the **giant** screening system.

This screening package has been selected by your employer, and you are required to provide the information and documents requested during this application form.

- You can move to different sections of the form by using the menu on the left-hand side.
- All parts of each section must be completed in order to save and proceed to the next screen.
- Each page will have instructions, videos, and help buttons to provide guidance on the requirements.

Please submit this application form as soon as you can, to prevent any delays with the processing of your screening.

If you have any questions or need assistance, we're here for you. Explore our comprehensive candidate hub for answers to common queries relating to the screening process. For employment-specific questions, please reach out to your employer. Remember, we are here to assist with screening-related inquiries.

Should you encounter any issues or have concerns, don't hesitate to reach out through the candidate hub. We're committed to making this process as straightforward as possible for you.

Giant Screening Team

Proceed

Name and contact details: Candidate has to add their basic information here

Name & contact details

Please start by providing your personal and contact details. Please make sure you provide ALL names, including any middle names and previous name history.

Important:

- If you select a title that indicates previous names, you will need to provide your name history from birth. If your name has never changed, please provide your current surname, enter the *used from* date as your DOB and the *end date* as the current date.
- We acknowledge and respect the diverse identities of all individuals. However, in compliance with the screening requirements of some of our data processors, our application process includes a mandatory selection of male or female gender. We understand that this does not encompass the spectrum of gender identities and we'd like to clarify that the categorization is solely for the purpose of facilitating the necessary checks and is not intended to invalidate or overlook other gender identities. We value the uniqueness of each person and encourage open communication. If you have concerns or require further assistance, please contact our screening team, and we will do our best to support you confidentially.

Gender
 Female Male

Title *
Select title

Do you have a middle name? *

First name *
First name

Last name *
Last name

Date of birth *
dd/mm/yyyy

Nationality *
Select nationality

Do you have a UK National Insurance number?

Email *
[Redacted]

Contact number *
+44 121 234 5678

Have you ever been known by any other names? *

Back Save and Proceed

Address history details: Candidate has to add all the address history including UK and overseas with dates

Address history details

Please provide your address history. When a criminal check is included in the screening package, this will need to cover the last 5 years.

Important:

- Please make sure there are no gaps or overlaps in your address history.
- All parts of the timeline must be completed. If any gaps remain, you can click into that section of the timeline to easily populate the dates and enter the required information.
- Please note, a proof of the current address you enter may be required to verify your identity, you must be able to provide a document (such as utility bill) that shows your current address.
- If you have been travelling during this time and had a fixed address during this time you must provide it here.

Address history

You have no address yet.

[Add address](#)

[Back](#) [Save and Proceed](#)

Employment Section: The employment timeline depends on the workflow requirements, it can be 5 or 3 years, candidate has to add start / end dates, position, reason for leaving and referee email etc

Activity history details

We need your employment/activity history covering the period of time specified below. This information can be added as either employment, education, or gap in employment records.

- When entering employment or academic information, you can use the **glant** referencing database to help you complete the contact details for your referees. If your previous or current employer is saved in our database, you will see their name appear in a dropdown when you start typing the employer's name. This means we have already validated the contact details to provide the reference information and you can select their name to confirm and prepopulate the contact details.
- All parts of the timeline must be completed. If any gaps remain, you can click into that section of the timeline to easily populate the dates and enter the required information.
- When you have completed the timeline and the activity history is complete, you can use our **fast-check** service to help us validate this information. Fast check helps us to speed up the screening process when references are delayed or unobtainable. We will still contact all referees (where permitted) so please ensure you provide accurate information.

Activity history

You have no activity history yet.

[Add employment, education or gap information](#)

[Back](#) [Save and Proceed](#)

Fast check:

Fast check service was brought in to instantly verify most UK based workers, directly from available payroll and banking data, reducing the manual processes and delays associated with employment history verification and gaps in employment, i.e., when the candidate has to supply supporting documentation (bank statements, wage slips etc.) when we have been unable to confirm their periods of employment with the nominated organisation or referee.

Fast check

- Welcome to Giant Screening
- Name & Contact
- Address history
- Activity history
- Instant Employment Verification
- DBS ID check
- Criminal record check
- Additional Questions
- Documents & Forms
- Review & Submit

What is Fast Check? Our Fast check screening service allows us to automatically validate any employment or gap periods using one-time access to payroll and banking information. This process requires you to allow a connection to your income records using your HMRC records, Payroll details or online bank account. You can provide consent for the relevant employment information to be shared with us securely, using our partner Konfir. [Click here to learn more.](#)

- bank-grade security, GDPR compliant and FCA regulated
- can be used when employers should not be contacted
- speeds up the screening process
- removes the need to provide supporting documents for gaps in employment

This is entirely driven by your consent and is not mandatory. If you prefer **not** to use Fast Check, it will not affect the outcome of your application.

Fast Check Guidance

We work with our trusted partner Konfir to provide our Fast Check employment verifications. Here is some helpful information about how it works.

0:00 / 1:23

Please click the button below to start fast check activity verification process. *

Start fast check

Back Save and Proceed

IDVT section:

This is digital method where candidate can verify their identity using passport, BRP or driving license by following below instructions. Once this is passed with 'requirements met' giant staff release the DBS on back on this check and complete the RTW check.

Standard/Enhanced: DBS IDVT RTW

- Welcome to Giant Screening
- Name & Contact
- Address history
- Activity history
- Professional membership/Qualifications
- Qualification verification
- Standard/Enhanced DBS & RTW UK (Trust ID)
- Criminal record check
- Additional Questions
- Documents & Forms
- Review & Submit

UK/Irish candidates

If you have a current UK/Irish passport, please confirm and proceed with the [on screen](#) instructions to complete your Right to Work check online.

If you don't have a current passport, please answer No, and proceed to upload either your expired passport OR your birth certificate & proof of your NI number.

- Capture a clear image of your ID documents ensuring all details are legible. If the image isn't clear, please recapture it before uploading. You will have three attempts and [on screen](#) guidance will assist.

Step 2: Live Selfie

- Ensure you are in a [well lit](#) room with a neutral background. Follow the on-screen instructions to position your face within the oval and ensure a clear, front-facing photo.

Non-UK candidates

Step 1: Enter share code

- If you have a share code, please confirm and proceed with the [on screen](#) instructions to enter your Share code. A Share Code is a unique [code](#) (a mix of letters and numbers) that enables us to verify your right to work in the UK by accessing your digital status provided by the UK Home Office.
- If you don't have a share code, please answer No, and proceed to follow the instructions to upload the necessary documents ([listed here](#)).

Step 2: Live Selfie

- Ensure you are in a [well lit](#) room with a neutral background. Follow the on-screen instructions to position your face within the oval and ensure a clear, front-facing photo. You will have three attempts and [on screen](#) guidance will assist.

Finding Your Share Code:

Login here using your UK Visas and Immigration (UKVI) account details.
Once logged in, click 'Prove Your Status' to others > select 'employer' > click 'Continue' to obtain your Share Code.
Copy the Share Code and enter it when prompted in the Digital ID check.

IMPORTANT NOTES:

- Upon completing the digital ID check journey, the screen will not refresh or return you to the main application form; please revisit the initial email and use the provided link to continue your application
- Please be advised that if you do not meet the requirements set for the digital ID check, we will notify your employer that a manual check is required
- If you don't have any of the documents, we will need you to upload documents that must be verified by your employer.

If you have questions or need help, visit [our](#) candidate hub for support with the screening process.

Once they click 'Start Basic: DBS IDVT' they receive 'digital verification link' button:

Please click the button below to start Basic: DBS IDVT *

Start Basic: DBS IDVT

Please click on digital verification link

Digital Verification Link

Disclaimer: You will be redirected to our digital identity verification portal

This link takes them to IDVT (Trust ID) portal where candidates have to capture a clear image of their ID document and take a live selfie.

if IDVT is failed / aborted then we email client to verification candidate's ID by following below steps:

Required action:

We need you to confirm the ID documents have been reviewed and verified.

1. Login to the system to view **CR-123456**
2. Open the data check section and Navigate to Basic DBS
3. Click the **action** button to enter the DBS screen and navigate to Identify evidence section towards the bottom of the page.
4. Use the VIEW buttons to assess the documents provided and check against name and address details..
5. Open the Identity verification section and tick the box to confirm these documents have been seen and verified. Please also enter the name of the person who reviewed them.
6. Click Confirm ID to progress the application to the counter signatory stage.
7. You do not need to do anything more. The application will be checked, countersigned, and submitted for processing.

Criminal record check:

The screenshot shows a web application interface for a 'Criminal record check'. On the left is a navigation menu with options: Welcome to Giant Screening, Name & Contact, Address history, Activity history, Instant Employment Verification, DBS ID check, Criminal record check (selected), Additional Questions, Documents & Forms, and Review & Submit. The main content area is titled 'Criminal record check' and contains a 'Criminal check Application' section. This section includes introductory text, links to ID checking guidelines, and a 'Please click below to enter the DBS form.' section with four bullet points: 'Provide your consent for the DBS check', 'Each box will show the required information and will remember anything you have already saved in the form', 'If you need to change your name history, please go back to the Name and Contact details page to change your name information.', and 'Each section will be RED if more information is required, and GREEN when the requirements have been satisfied'. Below this is a table with columns 'Data check', 'Status', and 'Action'. The table has one row for 'Basic DBS' with a status of 'Incomplete' and an 'Action' column containing an eye icon. At the bottom right of the table are 'Back' and 'Save and Proceed' buttons.

Data check	Status	Action
Basic DBS	Incomplete	

After clicking on the 'eye' under **Action** they see below page:

Criminal record check - Terms and conditions

Criminal check Application

Part of your screening application requires a criminal check. This section captures all relevant information for the level of check required. You will be asked to upload documents to prove your identification in line with the relevant guidance. Please click below for more details on the types of documents you will need:

- ID checking guidelines for standard/enhanced DBS check applications
- ID checking guidelines for Basic DBS check applications

Please click below to enter the DBS form.

- Provide your consent for the DBS check
- Each box will show the required information and will remember anything you have already saved in the form. (for example your Nationality and any other declared names)
- If you need to change your name history, please go back to the Name and Contact details page to change your name information.
- Each section will be **RED** if more information is required, and **GREEN** when the requirements have been satisfied
- When you have completed all sections, and the status button below shows **Complete**, click save and proceed at the bottom of this page to save your information and declaration.

Privacy Policy

I have read the Basic DBS Check Processing Privacy Policy <https://www.gov.uk/government/publications/dbs-privacy-policies> and I understand how DBS will process my personal data.

Obtain Basic Check Electronic Result

I consent to the DBS providing an electronic result directly to the responsible organisation that has submitted my application. I understand that an electronic result contains a message that indicates either the certificate does not contain criminal record information or to await certificate which will indicate that my certificate contains criminal record information.

Is consent provided to responsible organisation (Giant)?

As they save and proceed, they are transferred to the page where they have to add their personal information and ID and address document.

Please click below to enter the DBS form.

- Provide your consent for the DBS check
- Each box will show the required information and will remember anything you have already saved in the form. (for example your Nationality and any other declared names)
- If you need to change your name history, please go back to the Name and Contact details page to change your name information.
- Each section will be **RED** if more information is required, and **GREEN** when the requirements have been satisfied
- When you have completed all sections, and the status button below shows **Complete**, click save and proceed at the bottom of this page to save your information and declaration.

<p>Basic information</p> <p>Title: Mr</p> <p>Gender: _____</p> <p>Name: _____</p> <p>Date of birth: _____</p> <p>Email: _____</p> <p>Ni number: _____</p> <p>Mother's maiden name: _____</p>	<p>Birth details</p> <p>Country: _____</p> <p>County: _____</p> <p>Town: _____</p> <p>Nationality: _____</p>	<p>Passport details</p> <p>Number: _____</p> <p>Issue date: _____</p> <p>Expiry date: _____</p> <p>Nationality: _____</p> <p>Date of birth: _____</p> <p>Country of issue: _____</p>
<p>Driving licence details</p> <p>Name: _____</p> <p>Number: _____</p> <p>Valid from: _____</p> <p>Valid to: _____</p> <p>Country of issue: _____</p>	<p>Certificate details</p> <p>Receive paper certificate to my current address: _____</p> <p>Receive paper certificate location: _____</p>	<p>Identity documents</p>
<p>Other names</p>		

Additional questions – Professional qualification and Qualification verification: The candidates are to upload their qualification details in these sections:

- [Welcome to Giant Screening](#)
- [Name & Contact](#)
- [Address history](#)
- [Activity history](#)
- [Professional membership/Qualifications](#)**
- [Qualification verification](#)
- [Standard/Enhanced DBS](#)

Professional membership/Qualifications details

- Please provide details of any professional qualifications and/or memberships held.
- Please select each option to add the required information. We may need you to provide professional membership reference numbers, and/or details of any relevant qualifications.
- If you have no information to provide, please confirm below to proceed to the next section.

Professional membership/Qualifications

Professional membership
 Professional qualification

Professional organisation/body	Course	From date	To date	Grade	Action

- [Welcome to Giant Screening](#)
- [Name & Contact](#)
- [Address history](#)
- [Activity history](#)
- [Professional membership/Qualifications](#)
- [Qualification verification](#)**
- [Standard/Enhanced DBS & RTW UK \(Trust ID\)](#)
- [Criminal record check](#)
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Qualification verification details

Please provide details of your highest level of education completed.

- For example, if you have obtained a Degree you only enter information for your Degree you do not need to enter your secondary school/college qualifications e.g. A-Levels/Diploma etc. However, if your highest level of Education is A-Level (or equivalent) then enter that information.
- If you are still studying, then please add the highest level you have obtained/completed.
- In addition, enter periods of study if it forms part of the screening period

IMPORTANT:

- Please ensure you enter the subject/course and the grade achieved.
- If you have a copy of your certificates please upload them when you enter the qualification.
- If your highest level of education is GCSE or A-Levels, then please add the establishment you studied at as a reference then choose "add qualification" Under that to add multiple qualifications, you must enter all subjects along with grades achieved - e.g. entering 5A's and 2B's is not acceptable.

Qualification verification

Establishment	Course	From date	To date	Grade	Action

Documents & forms: this is mainly the consent form

- [Welcome to Giant Screening](#)
- [Name & Contact](#)
- [Address history](#)
- [Activity history](#)
- [Instant Employment Verification](#)
- [DBS ID check](#)
- [Criminal record check](#)
- [Additional Questions](#)
- [Documents & Forms](#)**
- [Review & Submit](#)

Documents & forms

These are documents we, or your employer may need you to read and download, sign and complete & upload for validation.


Please ensure that all files provided to us are in an acceptable file format and under 20MB.

E-signature documents	Action required	Action
Candidate Authorisation and Consent V6 *	Electronic Signature	<input type="button" value="View & Sign"/>

Review and submit:

Review and submit - Summary

Before you submit your application, please ensure that your information is correct.
If you need to change anything click the buttons below to go back and amend your information.
Once you are happy that the information displayed here is correct, please confirm, submit your application, and authorise us to commence the screening process.



Name & contact information

Name	████████████████████	National insurance number	██████████
Nationality	██████████	Email	████████████████████
Contact number	██████████████	Gender	██████████

Address history details ▼

Activity history details ▼

Documents uploaded ▼

[Back](#)

After they submit the giant staff proceeds with the application.