











Pre Employment Screening Information

Due to the nature of work undertaken by Shakespeare Martineau rigorous and thorough Pre-Employment Screening checks are carried out once an offer of employment is accepted.

Should you be successful with your application and an offer of employment is made, Shakespeare Martineau will conduct a thorough Pre-Employment Screening (PES) check using data consented to and provided by you. By ticking this box, and progressing to application stage, you understand and accept the conditions of our screening process at offer stage and that failure to pass the checks may lead to an offer of employment being withdrawn.

Shakespeare Martineau will conduct the following Pre-Employment Screening checks:

-  Proof of identity
-  Proof of legal right to work in the UK
-  Financial sanctions checks
-  Proof of activity covering 2-3 consecutive years (dependant on client work)
-  Proof of qualifications and professional registration
-  Solicitors Regulation Authority (SRA) check
-  Adverse financial records (e.g. CCJ's, Bankruptcy, individual voluntary arrangement, debt relief order or trust deed)
-  Proof of residence to cover 3-5 consecutive years (dependant on client work)
-  Basic Disclosure and Barring Service (DBS) check, covering any unspent criminal convictions (dependant on client work)
-  For certain client work we are also required to carry out Enhanced Security Clearance checks which include Enhanced Criminal Record checks.

If you have any reason to believe that you might not pass any of these checks please ensure that you inform a member of the Shakespeare Martineau recruitment team or, where applicable, your recruitment agent before progressing with your application.

Thank you.