

No Consent form

In case when there is No consent form provided to us or there is wrong consent form we send the form to candidate by email.

1. Step- setting the language

-In the Uploads is most of the time uploaded also the CV. There we can see which languages candidate speaks. Either we check his language levels and pick the one which is the highest, or if there is none we simply use the language in which is the CV written.

“ !!!The language in the Batch is for the customer, not candidate. Only if we have **no CV**, we can use the language stated there!!!

After we have the language picked, we put it in the first page in the candidates file called "Identity verification" and press save.

Questions about your parents

First name of your mother	Last name of your mother	First name of your father	Last name of your father
<input type="text" value="First name of your mother"/>	<input type="text" value="Last name of your mother"/>	<input type="text" value="First name of your father"/>	<input type="text" value="Last name of your father"/>

Your contact details

Email	Phone number	Correspondence language	Correspondence language
<input type="text" value="client@validato.ch"/>	<input type="text" value="+41790004444"/>	<input type="text" value="Please select..."/>	<input type="text" value="Please select..."/>

The language which will be saved there is the candidate's contact language for everyone.

2. Step - Choosing the right form

Form we choose by the 1. Aspects to be validated and 2. Language

Aspects in the form must contain the requested information in the Batch (Click on the batch above the name of candidate).

(For better understanding: we can not verify something what we are not allowed - for what we have no consent)

1. See following and compare:

BATCH: (required by customer)

DECLARATION OF CONSENT:

2. + Residence status
3. + Conflicts of interest
4. + Sanction and watch lists
5. + Leak Papers
6. + OSINT / Internet research
7. + Global News
8. + Social media
9. + French
10. + 2 highest diplomas
11. + Employments of the last 10 years
12. + Criminal records of residences of the last 5 years
13. + Debt enforcement extracts covering domiciles of last 5 years
14. + Domiciles of the last 5 years

Validato has been mandated to check or verify the following aspects relating to my person:

- 1 Identity verification
- 2 Residence status
- 14 Address confirmation
- 11 Work experience (the extent to which previous employers may be contacted is determined by me in the online portal)
- 10 Education / further training
 - Diplomas / certificates
 - Secondary occupations
- 3 Conflicts of interest
- 12 Criminal record extract (I authorise Validato in Switzerland and if relevant abroad to obtain criminal record extracts or comparable extracts)
- 13 Financial integrity (I authorise Validato in Switzerland and if relevant abroad to obtain extracts from the debt collection register or comparable confirmations)
- 4 Sanction and watch lists
- 5 Leak Papers
- 7 Global News
- 6 OSINT / Internet research
- 8 Social media

As you can see:

All the information required by customer are in the Declaration of consent.

(Point 9. is language in which the final report will be. It is NOT part of declaration of consent.)

There can be more points in declaration of consent than in the batch because we don't have form for every customized package BUT NEVER the other way.

If we found the form matching to our required information we start writing the Email.

3. Step - Writing the email

After clicking on the candidate's name and scrolling down we see the email of the candidate to which we are going to write.

In our prepared text file we search the text with correct language and copy it into email. (Example in english)

Dear ...,

As a part of an application process or regular internal screening, Validato has been tasked with conducting an integrity check. There are two essential steps within this procedure that require your attention.

1. Kindly complete, execute and return the attached declaration of consent form **at your earliest convenience** (i.e., whenever possible within 24 hours). You can either scan the executed form or provide a clear photo of it in digital format by sending it back to us at this email address.
2. Once we have made the necessary preparations, you will receive access to our system to complete the self-declaration. You may be asked to provide additional information in alignment with the details on your CV. To facilitate this, we recommend that you gather the following documents: workplace references, academic degrees, or certificates of proficiency. If any further documentation is needed, we will reach out to you later in the process.

If you have any queries or require assistance, please do not hesitate to contact us. We are here to ensure a smooth and efficient process.

With best regards,

There we change only the name of the person to be contacted with appropriate addressing. For example Dear Mr. Smith/ Dear Ms. Smith. And attach the empty Declaration of the consent into attachment.

Recipient will be the candidate.

In the CC we put validations@validato.com

Subject: "Customer Company name" Declaration of Consent (of course in the correct language)

And send :)

For the consent we wait max 24h.

If we have received it we proceed here:

<https://knowledge.validato.com/books/preparation/page/preparing-self-declaration>

If we did not received we continue:

4. Reminder Email- No consent after 24 hours

We will forward the email what we sent to the candidate and write there also following: (From templates)

Dear Mrs./Mr.,

We hope you are doing well.

Unfortunately, we have not yet received any feedback from you regarding the consent form as requested in our previous message (see email below). We would kindly ask you to send us the signed consent form as soon as possible.

Thank you in advance for your prompt attention to this matter.

Best regards,

The follow ups for the DOC are following:

DOC

1. DOC – send by email.
2. DOC - follow up 1 if no response after 24 hours, send by email.
3. DOC - follow up 2 if no response after 48 hours, send by email.
4. **Call or write Reto until he responds in the same day!**
5. Reto will call the candidate and inform client / explain delay.

Revision #4

Created 16 October 2024 10:20:55 by Lucia

Updated 16 October 2024 16:51:26 by Lucia