



Information Governance Team

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Dear Sir/Madam

Freedom of Information Act 2000 (FOIA)

Request ID: FOI471190062

Thank you for your request for information relating to Employment screening.

You have requested the following information:

1. Do you have an active programme of pre-employment screening for candidates [at your department]

Yes.

2. Do you do this for all grades? If not, what grades are screened?

All grades.

3. Do you run DBS checks as a matter of course?

If the post requires DBS.

4. Is the screening service run through a third party?

No.

5. Who is your current screening provider?

Not applicable.

6. Can you provide a link to the published contract on contract finder.

Not applicable.

7. Who is the main point of contact for this contract? Please provide their name, title and

contact details.

Not applicable.

8. Does your contract have a minimum committed annual volume?

Not applicable.

9. Have you got automated reference checks?

Yes and these are then approved by hiring managers.

10. How are you checking Right to Work?

Verified face to face from original document or face to face with sharecode in line with legislative requirements.

11. Are you running any of the following screens? Social Media, Digital ID, Instant Employee Referencing.

Safer recruitment checks – Social Media.

12. What is your average time from hire to onboard?

38 Calendar Days.

13. What is your HR system? (eg Workday, Oracle)

Zellis Aurora - ResourceLink, TribePad.

14. Is your current screening provider integrated into this platform?

No.

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For information, we publish a variety of information such as: [FOI/EIR Disclosure Log](#), [Publication Scheme](#), [Facts about Coventry](#) and [Open Data](#) that you may find of useful if you are looking for information in the future.

If you are unhappy with the handling of your request, you can ask us to review our response. Requests for reviews should be submitted within 40 days of the date of receipt of our response to your original request – email: infogov@coventry.gov.uk

If you are unhappy with the outcome of our review, you can write to the Information Commissioner, who can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or email icocasework@ico.org.uk.

Please remember to quote the reference number above in your response.

Yours faithfully

Information Governance