Direct Line Group Careers.
Background Checking.
Let’s take the lead.
What is Background Checking?

Background checking is undertaken to establish the identity and suitability of applicants for employment in Direct Line Group.

Background checking is undertaken before you join. Any checks will only commence after you accept our verbal offer of employment and will be concluded before you start. These checks are commonly used within financial services.

What information will I find in this pack?

This contains information to guide you through the documentation we ask you to bring in with you to your interview which is relevant to the specific role you have applied for. This details the most common forms of documentation. If you are unable to provide any of this information then please contact your Resourcing contact first who can advise on what other documentation may be considered.

All applicants for roles within Direct Line Group are required to meet minimum security standards before they commence employment, and there are certain basic formalities to be concluded during the recruitment process.

The role you have applied for is classed as requiring standard level background checking.

What information will we require from you?

Firstly we ask that you fully complete your online application. If you have any questions still to complete we will let you know – please arrange to complete these before your interview.

At your interview we ask you to bring documentation with you, unless otherwise advised, to provide Proof of Identity, your legal Right to Work in the UK, Proof of Residence, and Proof of Current or Last Employer.

In addition to verifying the information requested, please note that if successful, checks will be undertaken with credit reference agencies and fraud prevention agencies. Details of this have been outlined on the ‘Before you apply’ page of our careers website www.directlinegroupcareers.com.

Please note that you may be asked to undergo criminal record checks as part of a random sample if offered a role with Direct Line Group. We will contact you directly if you have been selected.
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<th>Item</th>
<th>Document(s) required</th>
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<td><strong>Proof of identity</strong></td>
<td>As a minimum you should bring this with you to your interview. Please bring the following photographic ID: <strong>Signed Passport</strong> OR <strong>Full UK Photocard Driving Licence (including paper counterpart)</strong> Bank statement, utility bill (not mobile phone) less than 3 months old, council tax bill or payment book less than 3 months old from the date you completed the application. For a definitive list of acceptable documents, see <a href="http://www.ind.homeoffice.gov.uk">www.ind.homeoffice.gov.uk</a></td>
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| **Evidence of Legal Right to Work in the UK**                      | **Signed Passport** (expired British passports are acceptable; EU/EEA passports that have expired within past 2 years are acceptable). OR **Full Birth Certificate** with at least one parent’s name stated + **NI Number** (in the form of NI Card, Payslip, P45, P60)  
*These are the only documents accepted for right to work - a driving licence is not acceptable.*  
If you are not a British Citizen and have authority to work in the UK, a valid work permit/visa will also be required. This will either be in your passport or a Home Office document. |
| **Proof of Current Address and History for the Last 3 Years**       | You will need to provide proof of your current address. This must be dated within the last 3 months.  
The following evidence should be provided for your current address: **Utility Bill** including gas, electricity, water, council tax and telephone (mobile phone bills are not acceptable) OR **Bank or Credit Card Statement** showing transactions.                                                                                                                 |
| **Evidence of Activity for the Last 2 Years**                      | You will need to provide a document evidencing each element of your activity over the last 2 years. These must be dated during the relevant period of activity.  
For example, if you have had 3 jobs in the last 2 years then you will be providing us with 3 pieces of evidence to support this activity, such as payslips.  
If you are not able to provide proof of an activity during the last 2 years then please note that if you are offered a role we will have to take up references to cover this period before you can commence employment with Direct Line Group.  
This process might delay the planned start date if we are not able to get prompt confirmation from previous employers / academic institutions.  
**Currently Employed** - please provide pay slip, P60, P45, or tax return. All documents need to be dated within the last 3 months. All/any employment gaps are to be documented.  
**Currently in or just left Education** - please provide documentation from school, college or university.  
**Gaps of 6 months or more** - during the interview you will be asked to explain any gaps in activity of 6 months or more and also to provide documentation to evidence the gap - e.g. child’s birth certificate, travel documents. |