HMRC Employment Data Security Interview

The purpose of this Security Interview when utilising the HMRC employment history data to support a background check is to ensure that:

- The applicant's identity is verified against a valid form of identification
- The HMRC data provided is verified
- The applicant is fully aware of the checks that will be done to verify the information provided and that they provide all necessary consents
- The applicant understands how their data will be used
- There are no indications from the employment history that the applicant may not be a suitable person to complete a background check

As the Interviewer, you should satisfy yourself on each of the above points before the HMRC employment history data is accepted. Parts B, C, and D (where used) should be initialled to confirm that you have undertaken the steps required. Once completed, any amendments made to those parts should be countersigned.

A copy of this Security Interview record must be retained as part of the person's recruitment records.

Validation using documentary evidence
Wherever possible the HMRC data must be validated against the individual's Personal Tax Account (PTA) or screenshots of the data in the PTA should be taken. This can be completed through the HMRC App on a mobile device or the gov.uk website: https://www.gov.uk/personal-tax-account

However, if this is not possible (e.g. HMRC service being offline, person unable to register with Government Gateway) **and** the applicant provides the HMRC Employment History letter then the applicant must also provide at least **one** other supporting document from the following list **for each period of employment** listed in the letter:

- P60
- P45
- Contract of employment
- Redundancy letter
- Payslip
- Other correspondence from the employer to the employee (e.g., furlough letter) either dated within or clearly relating to the period of employment
- Certificate of employment (only acceptable where it is known that the former employer issues these)

Copies of all documents presented must be taken and retained as part of the recruitment record. Where the background check is in support of an airport identification card these will also need to be submitted as part of the ID card application.

Discrepancies
If any discrepancy is found further work will be needed to resolve the discrepancy or the background check must be failed. Resolving discrepancies may include obtaining references from employers but when addressing discrepancies you will need to consider whether these are genuine mistakes or an attempt at deception.

HMRC Employment Letter Security Interview

Please complete in CAPITAL letters and black ink.

If the interview is via video call, consider whether signatures or other affirmations from the applicant are needed and how these can best be captured.

Part A Basic Information

Applicant Name: _____ D.O.B: ____/____/____ *(dd-mm-yy)*

I confirm this interview has taken place face-to-face on: ____/____/____ *(dd-mm-yy)*

It was conducted ☐ in person or via ☐ video call (tick as appropriate).

Interviewer name: _____ Job Title: _____

Part B Identity Check

Proof of Identity: You must record details of the identity document(s) seen, together with your confirmation that documents appear genuine and pertain to the Applicant. The document(s) presented must be originals.

Nationality: _____**Identity document Type:** _____

Document No.: _____ **Date of Issue:** _____

Interviewer: initial here to confirm document check

If you capture the data directly by taking screenshots of the applicant's employment history, no further verification process is required and you may proceed to Part E.

Interviewer: initial here to confirm screenshots taken of PTA

The purpose of the next section is to ensure the authenticity of the HMRC employment history data.

Part C Verification of HMRC Employment Data via PTA

Interviewer: Please follow these steps:

- Ask the applicant to log into their Personal Tax Account (PTA).
- Select between 1 to 3 employers / employment periods and ask the applicant to show them to you on their PTA.
- If any do not match, check all the employers / employment periods listed and confirm this in the notes section below.
- If no end date is listed for any employer other than the current employer, a reference must be obtained.
- If the applicant will be seeking an airport identification card, advise them that the airport ID Centre may repeat this check with them as part of their validation.

Complete the below table for the employment periods checked against the PTA.

	Date period	**Employer**	**Matched**
E.g.,	01/04/2020 to 31/05/21	Civil Aviation Authority	Yes / ~~No~~
1.	from ____/____/____ to ____/____/____	_____	Yes / No
2.	from ____/____/____ to ____/____/____	_____	Yes / No
3.	from ____/____/____ to ____/____/____	_____	Yes / No

In case of any discrepancies, details should be noted below (and continued in the additional notes section at the end as necessary).

Notes

Interviewer: initial here to confirm you have verified the HMRC Employment data against the applicant's PTA.

Part D Verification of HMRC Employment Letter with Documentary Evidence

This should only be used if the applicant is unable to access their PTA and is providing the Employment History letter.

Date period	Employer	Document Type
1. from ___/___/___ to ___/___/___	_____	_____
2. from ___/___/___ to ___/___/___	_____	_____
3. from ___/___/___ to ___/___/___	_____	_____
4. from ___/___/___ to ___/___/___	_____	_____
5. from ___/___/___ to ___/___/___	_____	_____
6. from ___/___/___ to ___/___/___	_____	_____
7. from ___/___/___ to ___/___/___	_____	_____
8. from ___/___/___ to ___/___/___	_____	_____
9. from ___/___/___ to ___/___/___	_____	_____
10. from ___/___/___ to ___/___/___	_____	_____
11. from ___/___/___ to ___/___/___	_____	_____
12. from ___/___/___ to ___/___/___	_____	_____
13. from ___/___/___ to ___/___/___	_____	_____
14. from ___/___/___ to ___/___/___	_____	_____
15. from ___/___/___ to ___/___/___	_____	_____
16. from ___/___/___ to ___/___/___	_____	_____
17. from ___/___/___ to ___/___/___	_____	_____
18. from ___/___/___ to ___/___/___	_____	_____
19. from ___/___/___ to ___/___/___	_____	_____
20. from ___/___/___ to ___/___/___	_____	_____

Interviewer: Initial here to confirm you have verified the HMRC Employment data against other document(s).

Part E Final Declaration

Interviewer Declaration

I am satisfied that the information provided by the Applicant during this interview has been recorded within this pack and will now be retained as part of the Applicant's recruitment record.

Signature of Interviewer: _____ **Date:** ____/____/____ *(dd-mm-yy)*

Print Name: _____

Additional Notes *(Interviewer to complete)*