BS 7858:2019 - Employee Interview Form

NWF Facilities Ltd

# Section 1: Candidate Information

* Full Name:
* Date of Birth:
* Position Applied For:
* Interview Date:
* Interviewer Name:
* Location of Interview:

# Section 2: Right to Work Check

Has the candidate provided acceptable documents to prove their right to work in the UK?

* [ ] Yes [ ] No
* Details of documents provided:

# Section 3: Employment History Review

Has the candidate provided a full 5-year employment history with no unexplained gaps?

* [ ] Yes [ ] No
* If no, explain action to be taken or clarification required:

# Section 4: Interview Assessment Questions

1. 1. Please explain your understanding of the role and its responsibilities.

* Response:

1. 2. Why do you want to work with NWF Facilities Ltd?

* Response:

1. 3. Can you describe a situation where you dealt with conflict in the workplace?

* Response:

1. 4. What does confidentiality mean to you in a security-sensitive environment?

* Response:

1. 5. Are you willing to undergo full background screening in accordance with BS 7858?

* Response:

1. 6. Do you have any unspent criminal convictions? If yes, provide details.

* Response:

1. 7. Do you have any other employment or obligations that may conflict with this role?

* Response:

# Section 5: Interview Outcome

* Recommendation:
* [ ] Proceed with employment screening
* [ ] Further information required
* [ ] Do not proceed
* Comments/Notes:

# Section 6: Interviewer Declaration

I confirm that the information recorded is accurate and that the interview was conducted in accordance with BS 7858 guidelines.

Interviewer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_