

## Onboarding and Compliance Requirements

When interviewing for a new job, we believe the process should be smooth and efficient. Our internal recruitment team are here with a dedicated point of contact to help you through the journey.

As part of the interview process, Adarma will require proof of your Right to Work documents for verification. This can be your Passport and/or Working Visa. Alternatively, your full birth certificate and NI number. If offered a role with Adarma, you will be required to complete Pre-Employment Screening (PES) checks. We are an equal opportunities employer. It is our policy to promote an environment free from discrimination, harassment and victimisation.

Please note our fraud prevention process relating to all job applications. Fraud prevention databases have been established for the purpose of allowing employers to share data on their employment fraud cases. Should any investigation identify fraud or the commission or any other offence by you when applying or during your engagement with Adarma, we will record the details of this on the relevant fraud prevention databases. More information is available within our Privacy Notice, which can be found [here](#)

