

# AARON'S DEPARTMENT

## Your All-in-One Recruitment Platform

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## *Hi There!*

**Our goal at Aaron's Department is to provide you with a one-stop platform to manage your personnel. From DBS checks to Right to Work Checks, you can do it all with us.**

In this pack, we'll outline all our services, as well as any additional information you might find useful!

If there is ever anything we can do for you, please feel free to get in touch! Our Head Office is open Monday to Friday, from 8am until 5pm - give us a call on **0113 877 0171**, or email [contact@aaronsdepartment.com](mailto:contact@aaronsdepartment.com).

*Kind regards,*

*Duncan Horsfall*

**Duncan Horsfall  
Managing Director**

# DBS CHECKS

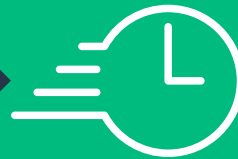
Getting DBS Checks for your staff doesn't have to be difficult, and with Aaron's Department, a leading DBS provider, it certainly isn't.

We are able to help you apply for Basic, Standard, and Enhanced DBS checks.

## WHY GET YOUR DBS CHECKS WITH US?

### Fast DBS Results

We process all applications the same day, when submitted before 4:00pm.



### Simple Application Forms

Completing one of our DBS application takes minutes, not hours!

### Error-Proof System

We've tailored our application form to highlight potential errors as you go.



### No Hidden Fees

No sign-up fees or minimum spend. Simply pay for what you need!

### Dedicated Support

We're here to help you and your applicants, every step of the way.



# AUTOMATIC UPDATE SERVICE CHECKER

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Planning on using the Update Service? Completed checks can be added to our Automatic Update Service Checker. Our system will check their Certificate every single day, and update you as soon as there is a change.

This means your applicants will only need to do another DBS if you're notified of a change!

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## 1. Choose How You Want Personnel To Be Added

Do you want everyone who does a DBS to be added to the Update Service, or do you want to pick and choose?

## 2. Get Added Once The DBS Is Complete

Once the Personnel's DBS check is complete, and you confirm you have seen the certificate, they can be added to the Update Service and automatic checker.

## 3. Automatic Checks Begin!

That's all you have to do! Once added, our system will check their Update Service every single day. As soon as there is any change, you will be notified, so a new DBS check can be carried out.

If there's never a change, they never need a new DBS!

*Please Note:*

*To use our Update Service Checker, a separate subscription to the Update Service is required. This can be paid by the company or the personnel, and can be done through Aaron's Department.*

# INTERNATIONAL CHECKS

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If your candidate has lived outside of the UK for an extended period of time, it can be harder to validate what they say as being true.

With our International Checks, you can check on a applicants history from over 200 countries!

## WHY USE US?

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### VARIETY OF CHECKS AVAILABLE

From Criminal Certificates to Employment Checks, we have 20 different types of checks available for you to request.

### GET CHECKS FROM OVER 200 COUNTRIES

With a range of checks from over 200 countries, you can understand your applicant's complete background before they begin working for you.

### SAFEGUARDING YOUR BUSINESS

DBS checks won't always show a candidates criminal history from another country. By doing checks against each country they have lived in, you can make sure you're hiring the right person.

### KEEP YOUR RECORDS IN ONE PLACE

Whether you're doing International Checks or ID checks, all the results are available in one place, making it easier to keep your records together.

# DIGITAL ID CHECKS

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Digital ID checks remove the need to physically see any documents during the recruitment process.

Simply choose who needs an ID verification check, we'll take care of the rest.

Seamlessly integrated with our DBS Checks, this allows you to get the right people into work quicker than ever before.



## **FAST & CONVENIENT**

Applicants can easily upload their documents to complete ID checks in minutes, speeding up the recruitment process.



## **SAFE & SECURE**

Our Digital Identity Verification meets the latest security standards to make sure your data is never at risk.



## **REDUCE ADMIN WORK**

Waiting for, and then checking documents is a real chore. Digital ID checks remove the need to manually check, photocopy, and store copies of documents.



## **RELIABLE CHECKING**

Reduce the risk of human error, and eliminate the pressure of needing to be a document checking expert!



## **AFFORDABLE ID CHECKS**

ID checks play a crucial part of the pre-employment process, so you shouldn't have to overpay for them!



## **COMPLY WITH DBS GUIDELINES**

Seamlessly integrating with our DBS system, you can use Digital ID checks instead of waiting to physically see documents.

# RIGHT TO WORK CHECKS

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Establishing whether someone has a right to work in the UK is a legal requirement before employing them.

Using Aaron's Department, you can check their right to work, and upload the proof so it is there when you need it.

## WHY USE US?

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### IT'S FREE!

Using our system to establish if someone has the right to work in the UK won't cost you a thing.

### KEEP YOUR RECORDS IN ONE PLACE

We aim to make Aaron's Department your hub for all your checks. At a glance, you can see who has had what check, and when they will need a new one.

### UPLOAD RIGHT TO WORK PROOF

Rather than keeping scans of documents lying around the office, or in a random folder on your computer, you can securely upload them to Aaron's Department.

### AUTOMATIC REMINDERS

Some Right to Work documents expire, which is why we will automatically send you a reminder if someone's document is about to expire.

# FREE REFERENCE CHECKS

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Automatically request reference checks for your potential candidates without having to make a call or send an email!

Reference Checks by Aaron's Department allows you to send out free reference requests with minimal effort.

## Free Reference Requests

Requesting references for your staff using Aaron's Department is completely free. From sending out references through to viewing the results, it won't cost you a penny!

## Automatic Requests and Follow-ups

Reference requests are sent automatically to the nominated referees, and we regularly chase them up to complete it. Not a call or email required on your part!

## Custom Reference Templates

Write your own questions, selecting from multiple choice, out-of-10, text-based answers, and more.

## Reference Auditing

Once you've got your responses, we're able to audit them, verifying their providence and integrity. If opted for, our Auditing Team will conduct their own investigation into the referees, their employers, and the reference's content. Results you can be confident in!



# TRAINING COURSES

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We're not just about helping you hire good candidates - we want to help make them into great employees!

We've created a series of CPD accredited courses to get your staff up-to-speed on a range of workplace topics.

## WHY USE OUR TRAINING?

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### CPD ACCREDITED

All our training has been CPD accredited, meaning it has been identified as helping those who take it learn something new, refresh existing knowledge, and improve skills.

### CREATED BY EXPERTS

We have worked closely with industry experts to ensure all our courses are well written, and contain all the information required to provide learners with a quality experience.

### SHOW OFF WITH CERTIFICATES

Once your learners complete their courses, you will be able to access their Certificate in a printable PDF format. This can be downloaded, or emails to the learner.

### ACCESS FROM ANYWHERE

Our training courses can be completed anywhere with an internet connection, at any time. Simply select who you want to take a course, and we will handle the rest!

# FREE ADMIN CREDIT!

Who doesn't love a freebie?

Whenever you deposit over £200 in admin fees onto your account via Bank Transfer, as a thank you, we'll give you a percentage of it back as free admin credit!

The more money you deposit at once, the more free admin credit we will give you - no strings attached.

A full breakdown of how much free admin credit you can get is included below:

Deposit Amount	Free Credit Returned
£0 - £199.99	0%
£200 - £399.99	10%
£400 - £599.99	20%
£600 - £799.99	30%
£800 - £999.99	40%
£1000+	50%

**Please Note:**

Only payments made via Bank Transfers are eligible for free admin credit.

# GET IN TOUCH

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We're available Monday - Friday,  
8am until 5pm!

## Website

[www.aaronsdepartment.com](http://www.aaronsdepartment.com)

## Head Office Details

### Telephone

0113 877 0171

### Email

[contact@aaronsdepartment.com](mailto:contact@aaronsdepartment.com)

### Address

43 Church Lane, Pudsey,  
LS28 7RR