



## Features Summary (expanded)

Note: this is just an expansion of the features mentioned on <https://ebcglobal.co.uk/pro>

Employment Check Pro contains 100+ features to assist different sectors and organisations of all sizes, which are not all mentioned on our website.

To learn more about Employment Check Pro, visit <https://ebcglobal.co.uk/book-pro> to book a demo

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## Application Form

### ✓ Bespoke Application Forms

Design your application the way it needs to be. No compromise. In addition, you can add other bespoke forms, including contracts, medicals, policies, etc.

### ✓ Digital Data Collection

Collect your applicant's data and documents and start onboarding and screening seamlessly.

### ✓ Fully Branded

Fully brand the application portal to coincide with your organisation's branding. Maintain design consistency with your other portals, website, intranet, etc.

### ✓ Consent Form and Digital Signature

GDPR-compliant. Send candidates a consent, so that you can go ahead and apply for references, background checks, and share data with 3rd parties

### ✓ Work History

Collect your candidate's 1-10 year work history, last 1-5 jobs, and calculate employment gaps

### ✓ Digital Activity

Tracks stages in the process as they are completed, such as consent form, signed email, and date, times, IP address

### ✓ Language translation

Translate your application form into one of many global languages (supported by google translate)

### ✓ Review Your Applications

Review all of your the applications by new, accepted, rejected, requested work history, etc

### ✓ Search and Tags

Search through your applications and add tags to individuals

## Application Form (continued)

✓ Application Processes

Set stages in your process

✓ Application Archive

Archive older or unneeded applications for compliance, later reference, etc

## References

✓ Auto Templates

Pro selects and populates your required reference template with the applicant's personal details

✓ Auto Chasing

Pro will automatically chase the references sent after defined period with bespoke emails

✓ Referee Directory

Every time a reference is sent away, the referee's organisation, name, email, phone number, etc., is automatically stored for future reference

✓ Pass Management (Aviation)

Allows users to track Pass renewals and set alerts before the expiry date

✓ Reference Reminders

Put specific compliance/reference notes on the relevant page

## File and Data Management

### ✓ Automatic Timeline

For referencing that has a 1-10 year or last 1-5 references an automatic timeline showing jobs, education, and unemployment

### ✓ Automatic Gap Analysis

System automatically recognises and generates gaps in history over a defined period (e.g., 28 days) and generates a request for a gap reference

### ✓ Work Organised

Files organised in date and priority order

### ✓ Action Log

Make file notes for each applicant and record important notes and records of actions. Also, records all activities undertaken created, sent, chased, auto-chased, notes, etc

### ✓ Index Page

Generate an index page with a summary of an individual's personal details and completed compliance requirements

### ✓ PDF Compliance Pack

Generates a compliance file including reference and timeline summary, as well as all required documents, photo ID, reference copy, DBS certificate, etc. You can select exact documents required, change the order, or select individual documents to upload to 3rd parties

### ✓ Direct text (free)

Text applicants direct from the system.

### ✓ Direct Email

Email applicants direct from the system.

### ✓ Connection to Data Sources

Pro is connected to Google, Company House, Royal Mail

## File and Data Management (continued)

✓ One Click Chase

One click to update and chase references

✓ HMRC guide

One click to email guidance to applicant on how to apply for a HMRC tax statement to cover 1-5 years

✓ Overseas criminal check

One click to email guidance to your applicant on how to apply for an overseas criminal check

✓ Document Management

Track, set alerts and manage any documents that expire. E.g., visa, pass, training requirements, DBS checks, GSAT, etc

✓ PDF Compliance Pack

Generates a compliance file including reference and timeline summary, as well as all required documents, photo ID, reference copy, DBS certificate, etc. You can select exact documents required, change the order, or select individual documents to upload to 3rd parties

## Reporting

### ✓ Simple, Effective Reporting - Your Way

Select from 90+ bespoke fields to generate bespoke progress reports to your requirements. Generated in seconds.

### ✓ KPIs

Set KPI targets for the week, month etc references sent, references chased, applications completed. Variance between target and actual.

### ✓ Workload Management

See workload by entire team and individuals. Assign duties to individuals and check progress, assess KPIs, etc.

### ✓ Graphs, Pie Charts, and More Visuals

Generate graphic reports to show progress, timescales, number of people who have completed compliance, no of references, and more.

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