



ONBOARDING PROCESS

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CONGRATULATIONS ON RECEIVING YOUR OFFER TO WORK AT INZPIRE!

WE ARE LOOKING FORWARD TO WELCOMING YOU TO OUR FANTASTIC TEAM.

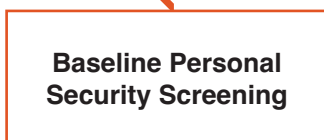
Over the coming weeks, as part of our onboarding process, you will receive communications from several of our partner organisations, as we get everything organised for you to start work with us. Below is a brief overview of who will be in touch and how long their processes may take.

The first step is receiving your offer letter, this outlines the terms and conditions of your employment and is a binding document. Closer to your start date, you will receive your contract of employment.



SECURITY AND VETTING SOLUTIONS (SVS)

SVS is an organisation who assist us with security vetting services. They provide a wide range of baseline security screening and a full range of services.



BASELINE SECURITY SCREENING (BPSS)

- BPSS is the minimum requirement for all job roles
- Disclosure and Barring Service (DBS)
- 3-5 year career history referencing
- Confirmation of right to work in the UK
- Basic criminal record disclosure



INZPIRE'S SECURITY TEAM

A member of our security team will be in contact with you to gain further security clearance data and request details for your security pass.



UNITED KINGDOM SECURITY VETTING (UKSV)

UKSV is the main UK government provider of security clearances. There are two levels of security clearance. The role you have been allocated will determine the level of security you require.

- **New Security Check (SC):** In most cases this clearance should take an average of **30 working days**. To be clear this could take longer depending on your personal circumstances.
- **New Developed Vetting (DV):** This clearance can take several months to process. It is a higher level of security that requires an interview with the vetting department.



We look forward to you joining our amazing team, should you have any questions please contact hr@inzpire.com.