

EMED Group – Logging into your application guidance.

Initiating your application from your invite email

- You will receive the invite to complete your Reed Screening application for your role with EMED group from screening.services@reed.com – this will be titled “Your Screening Application”. Please ensure you aim to complete this within 24 hours of receipt.

“Reminder:” Emails:

- If you not complete your application within 3 days of receipt of your application – you will be sent a reminder email from xms.noreply@xms-portal.com to complete your application.
- If you have not created your password from your original email for your application – this email will not work as you will be taken to a login page.**
- If you receive this reminder email – please ensure you have created your password from your initial email before trying to log into your account to complete your outstanding information.

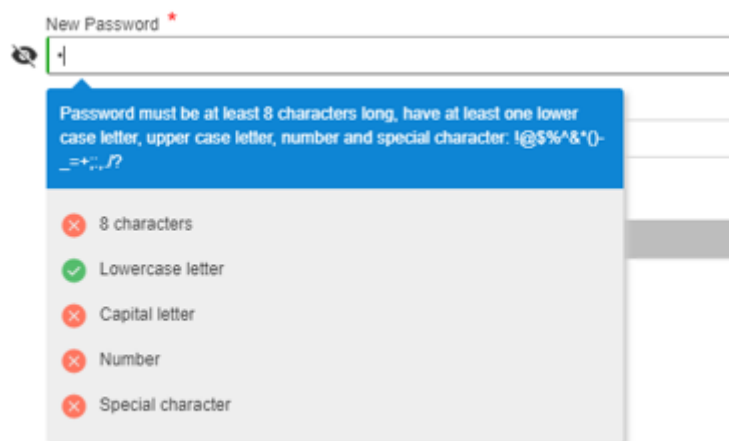
Hi Test,

Your current or prospective employer EMED Group has asked Reed Screening to conduct employment checks on their behalf.

In order to complete this process, please click the button below to set up your account and complete a simple form to collect the information we need to conduct the checks. In order to prevent delays to the process, please try to complete this within 24 hours.

[Complete My Registration](#)

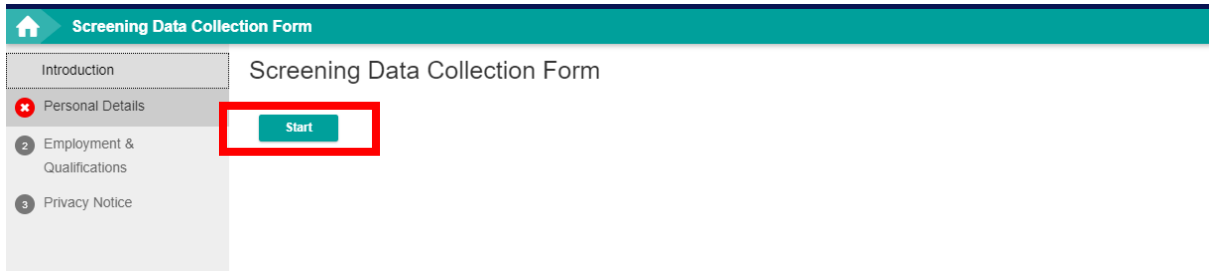
- To start your application, click the “complete my registration as above.



The screenshot shows a web form for creating a new password. The label "New Password" is followed by a red asterisk. Below the label is a text input field. A blue tooltip is displayed over the input field, containing the text: "Password must be at least 8 characters long, have at least one lower case letter, upper case letter, number and special character: !@#\$%^&*()-_+=~.,/?". Below the tooltip is a list of validation criteria, each with a red 'x' icon and a green checkmark icon:

- 8 characters (red x)
- Lowercase letter (green checkmark)
- Capital letter (red x)
- Number (red x)
- Special character (red x)

- You will be taken to the above page, where you will be asked to create a password. Please ensure your passwords match, and fit the security criteria.



- You will then be taken to your Screening Data Collection Form, where you can enter all the information required for your screening.

EMED Group – Candidate Application Guide

Screening Team Email: screening.services@reed.com

Screening Team Phone Number: 0161 676 0009


Personal Details

Name History:

Please ensure that you enter your full legal name history since birth on to the application form. This must include:

- Details of any title changes (Ms/Mrs etc)
- Details of marital name changes
- Details of any name changes by Deed Poll



Name History ^{*}

Title	First Name	Middle Names	Last Name	From	To	
<input type="text"/>	<input type="text" value="Test"/>	<input type="text"/>	<input type="text" value="Test"/>	From Birth	Until Present	

To add any additional name history on to the application, click the + on the image above.

Example:

Name History ^{*}

Title	First Name	Middle Names	Last Name	From	To	
<input type="text" value="Miss"/>	<input type="text" value="Test"/>	<input type="text"/>	<input type="text" value="Maiden Name"/>	From Birth	<input type="text" value="01/07/2023"/>	
<input type="text" value="Mrs"/>	<input type="text" value="Test"/>	<input type="text"/>	<input type="text" value="Marital Name"/>	<input type="text" value="01/07/2023"/>	<input type="text" value="Until Present"/>	

Address History:

Please ensure that you enter your entire address history from the past 5 years on to the application. This address history must include the following types of addresses, in which you have been psychically living at.

- Student addresses
- Overseas address
- Temporary addresses

Dates of your address history **cannot overlap**, so please provide an accurate timeline of where you have been residing, do not include:

- Properties you own that you have not been living at
- Registered addresses that you have not been living at

Entering Your Address History

1. To enter you address history, first click on the “edit address history” button:

Address History *

Line 1 *

Line 2

Town *

County

Postcode *

Country

The field is required.

Address history must cover 5 years

Edit Address History

2. Enter your address either by searching your first line of your address or postcode, or by clicking “cant find my address”:

Address History

Address *

☐ Can't find my address

Line 1 *

Line 2

Town *

County

Postcode *

Country

From *

☒ Until Present

3. If you have additional addresses to add in your 5 year address history after you have added your first address, click the “add address” button to capture your full 5 year address history:

Reed Company Confidential

Address History

Address *

Q Enter the first line of address or postcode

☐ Can't find my address

Line 1 *

Reed Specialist Recruitment

Line 2

86 Deansgate

Town * **County**

Manchester

Postcode * **Country**

M3 2ER United Kingdom

[See on the map](#)

From * **To ***

01/01/2023

☒ Until Present

Address *

Q Enter the first line of address or postcode

☐ Can't find my address

Line 1 *

Line 2

Town * **County**

Postcode * **Country**

From * **To ***

dd/mm/yyyy

dd/mm/yyyy

☐ Until Present

[Add Address](#) [Save](#) [Cancel](#)

Other Relevant Information:

- Enter your town of birth as it appears on your passport or birth certificate
- You will not be asked for your NI number if your birth nationality is not British, if you hold an NI number, please ensure it is entered

Date of Birth * **Birth Town *** **Birth Country *** **Birth Nationality ***

01/01/2001 As appears on your passport United Kingdom of Great Britain and Northern Ireland British

Gender * **Mobile Number *** **Email Address *** **NI number ***

Male 0712345678 test@test.com AB123456C

Employment & Qualifications

Employment and Qualifications:

As part of the EMED referencing process. **You must provide all employment periods within the past 3 years.** This includes:

- Part time employment
- Agency work (please ensure to provide the agency details, not the details where you were placed)
- Bank staff employment
- Simultaneous/overlapping employments within your 3 year employment history
- Dissolved/liquidated companies

HMRC Government Gateway:

As part of the EMED onboarding process, you will be asked to create an account on the HMRC **Government Gateway – PAYE Tax Account** – this will detail all employment periods that you have held within the past 5 years. **You must** enter all employment periods detailed on your PAYE Tax Account onto your Reed Screening Application.

Reed Screening may reach out to you to provide your PAYE Tax Account Summary to support them in confirming your employment history.

Failure to disclose all relevant/correct activity history on your Reed Screening application could result in a delay to your pre-employment vetting file being completed.

Referencing Process:

As part of the EMED referencing process, Reed Screening will independently verify all employment periods, in the aim of obtaining references from the HR department and/or the relevant referencing department (i.e payroll). **This means that the referee(s) that you have provided on your application may not be contacted in all instances.**

Personal References:

On all applications, you will be asked to provide a personal referee as Reed Screening may need to contact them for a reference. Your referee may be contacted for the following reasons:

- You have one employment spanning 3 years
- It may be used to cover unobtainable references

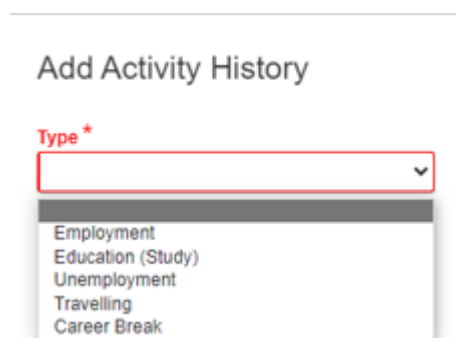
Your referee must be; a professional character reference must be someone who has known you for at least 3 years on a personal level or someone that you have previously worked with that can confirm your abilities. They must not be a family friend, a neighbour, relative or a current EMED employee. For example: teacher, coach, co-worker or co-volunteer, customer or client.

Entering Your 3 Year Activity History:

To enter your full 3 year activity history, click on the “add” button below on your application:



Then, select your relevant activity history type:



Once you had added period of your activity history, this will update the “Employment and Qualification Overview visible” bar on your application. It will detail any gaps on your application that need covering to satisfy your full 3 year activity history:

Employment and Qualification Overview visible

2021		2022	2023	2024	
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Your referencing period does not include a reference with your current activity with an "Until Present" checkbox select. Please add one to complete your referencing period

Career history must cover 3.0 years

Employment And Qualifications [+ Add](#)

Employment Manager - Reed Perm

Actions 

Dates: Tue 01/02/2022 - Fri 01/12/2023

How Reed Screening Will Contact You

Reed will contact you from 0161 676 009 if they have sent you an action on you your file.

Information Required:

Reed will send you actions in writing in the form of an "information required", in which you will receive an email, and a link to access your application to view the message.

Please ensure that you respond directly to the information required and not in response to the email itself, as loose emails do not update within your application. Responding via the system messaging service is also the most secure way to provide your data.

Information Required Chasers:

"Reminder" emails that notify you that you have an outstanding action on your file will not take you directly to the message on your system, but instead will take you to your application dashboard/homepage. In which a "pod" will have appeared, and show you how many outstanding actions on your application you have.

Click on the pod to view your outstanding actions:


My Details ▾

My Homepage

Complete your Data Collection Form



Updates on your screening

Interested in the progress of your screening? Click here to access your up-to-date application

Need help?

Please don't hesitate to contact the EMED Screening Team on 0161 676 0009, we are available 24 hours a day. Alternatively, email us at Screening.References@Reed.com

FAQs

Have a question? Click here to read our frequently asked questions

Outstanding Information Requests

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