



## Fraudulent CVs and how to avoid them

**A candidate's CV is an important part of your recruitment process. Whilst we would all like to believe that the contents of CVs and application forms are truthful, the reality can be quite different**

Many CVs contain inaccuracies and, in some cases, outright lies. There is a concern that this will become an increasing problem with more people competing for fewer jobs in today's economic climate.

Employers need to be vigilant against fraudulent CVs and applications by carrying out checks at an early stage to avoid problems later on. Doing this will also help ensure confidence in the recruitment process at all levels throughout your business. Failure to carry out some basic procedures could take up management time as well as expense sorting out the ensuing problems at a later date. You may be faced with taking disciplinary or dismissal action. All of this may adversely impact on the service and reputation of your setting, particularly if the employee does not have the qualifications necessary for the position to which they were recruited.

In some cases, more serious consequences could arise. A recent case concerned an individual who was appointed to a senior post within the NHS having lied in his CV about his academic and professional qualifications. After several months in his post his employers conducted an investigation, which led to them inviting him to a disciplinary meeting that resulted in his resignation. However, unfortunately for him the matter did not end there. The police subsequently became involved, resulting in a criminal conviction and a 12 week jail sentence.

With more former employers providing only basic factual references to minimise their exposure for providing a 'misleading' reference, more emphasis and attention is being placed on a candidate's own version of their

employment history including their performance, abilities and conduct. It is therefore increasingly important that employers know what steps to take to ensure the person they appoint has the skills and attributes they claim to have.

How can you help counter a fraudulent CV?

1. Simplicity – structure your application forms to ensure all aspects of training and employment history are covered, reducing the risk for selective aspects to be left out.
2. Check – carry out checks on the accuracy of the information provided at early stages, for example, obtaining originals of qualification certificates, following up references and carrying out necessary CRB checks.
3. Question – ask searching questions of candidates at interview stage about their qualifications and experience and explore any gaps in their CV with them.
4. Offer – ensure any offer is conditional on all verification processes and references being satisfactory to you.
5. Commencement - wherever possible, do not allow someone to start in your employment until all necessary checks have been carried out and the results are acceptable.
6. If you do find out an employee has lied in the process of obtaining employment with you, ensure you address it without delay.

### CONTACT:

Mary Chant (SOUTHAMPTON)  
mary.chant@bllaw.co.uk  
T: + 44 (0) 23 8085 7043

### SOUTHAMPTON

T: 023 8090 8090  
F: 023 8090 8092

### WINCHESTER

T: 01962 844440  
F: 01962 842300

### OXFORD

T: 01865 248607  
F: 01865 728445

### PORTSMOUTH

T: 023 9222 1122  
F: 023 9222 1123

### LONDON

T: 020 7405 2000  
F: 020 7814 9421