

Employment Screening Specialist

Location: Harpenden, Hertfordshire

Salary: £22,000–£26,000 per annum (dependent on experience)

Hours: Full-Time, Monday–Friday

Working Pattern: Office-based during probation, with hybrid working available upon successful completion

About CV Insight

CV Insight is an independent provider of employment screening services, supporting organisations across the UK and internationally with accurate, compliant and responsive background checks.

We deliver thorough and reliable screening services that enable our clients to make safe and informed hiring decisions.

As our business continues to grow, we are seeking an Employment Screening Specialist to join our Screening Team.

The Role

This is a detail-focused position responsible for processing and managing employment screening checks from start to finish. You will ensure that all checks are completed accurately, efficiently and in line with client requirements and internal quality standards.

Your responsibilities will include:

- Communicating professionally with candidates and clients via phone and email
- Processing and managing employment screening checks in line with client requirements
- Reviewing and analysing employment documentation to verify accuracy and completeness
- Obtaining and validating UK and international employment references
- Conducting employment and gap analysis
- Identifying discrepancies and requesting clarification where required
- Updating internal systems and maintaining accurate case records
- Ensuring screening files are completed within agreed service levels
- Handling confidential information in accordance with data protection and compliance standards

Full training will be provided. This role would suit someone who is organised, detail-oriented and interested in developing a career in employment screening, compliance or HR services.

About You

We are looking for someone who demonstrates:

- Strong written and verbal communication skills, with a professional and confident manner
- Excellent attention to detail and organisational ability



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- Confidence using Microsoft Word and Excel
- Professionalism, reliability and discretion
- A proactive approach and willingness to learn

Previous experience in screening, compliance, administration or HR is beneficial but not essential.

Why Join CV Insight?

- Full training and structured onboarding
- A supportive and collaborative team environment
- Clear progression opportunities as the company grows
- Pension scheme (Auto Enrolment)
- Two flexitime days per month
- Free on-site parking
- Hybrid working available following successful completion of probation

If you are looking to join a professional and growing organisation where quality and integrity genuinely matter, we would welcome your application.

To apply, please send your CV and a brief covering email to contact@cvinsight.co.uk