

Pre-Employment Screening (PES)

New Stibbe employees are screened prior to employment in order for Stibbe to meet compliance and legal requirements. The screening process is fully automated and is organised by an external company. A positive screening result is a condition of employment.

The process

Stibbe shares the following personal data with an external company:

- Name
 - Private e-mail address
 - Mobile phone number
 - Job title
- You will receive an activation link by e-mail.
 - You can then complete the screening process: fill in any missing data, upload documents and answer questions.
 - The digital application for a *VOG* (Certificate of Conduct) is also part of this process.
 - The external company carries out the screening.
 - The screening is completed with a report.

Application for a *VOG*

- The digital application is initiated.
- You must:
 - have DigiD;
 - have iDEAL;
 - have a valid private email address; and
 - be registered in the Key Register of Persons (*BRP*)
- You will receive an e-mail from Justis/Ministry of Justice and Security requesting you to complete the application. That e-mail contains a link and a unique application code.
- You log in via DigiD, enter your own date of birth and the application code for verification, and verify all the data shown.
- You then pay using iDEAL.
- You will receive a confirmation e-mail with proof of payment.
- Justis will process the application and send the certificate to your home address.
- The costs will be reimbursed by Stibbe. You may bring the above proof of payment to the office on your first day of work and submit it to the Finance & Control department in the form of an expense statement.

Please note (this information is intended for juniors being sworn in as lawyers): You will need the original *VOG* for your swearing-in. The *VOG* may not be older than three months when you submit the swearing-in petition. You will be informed in more detail on this point.