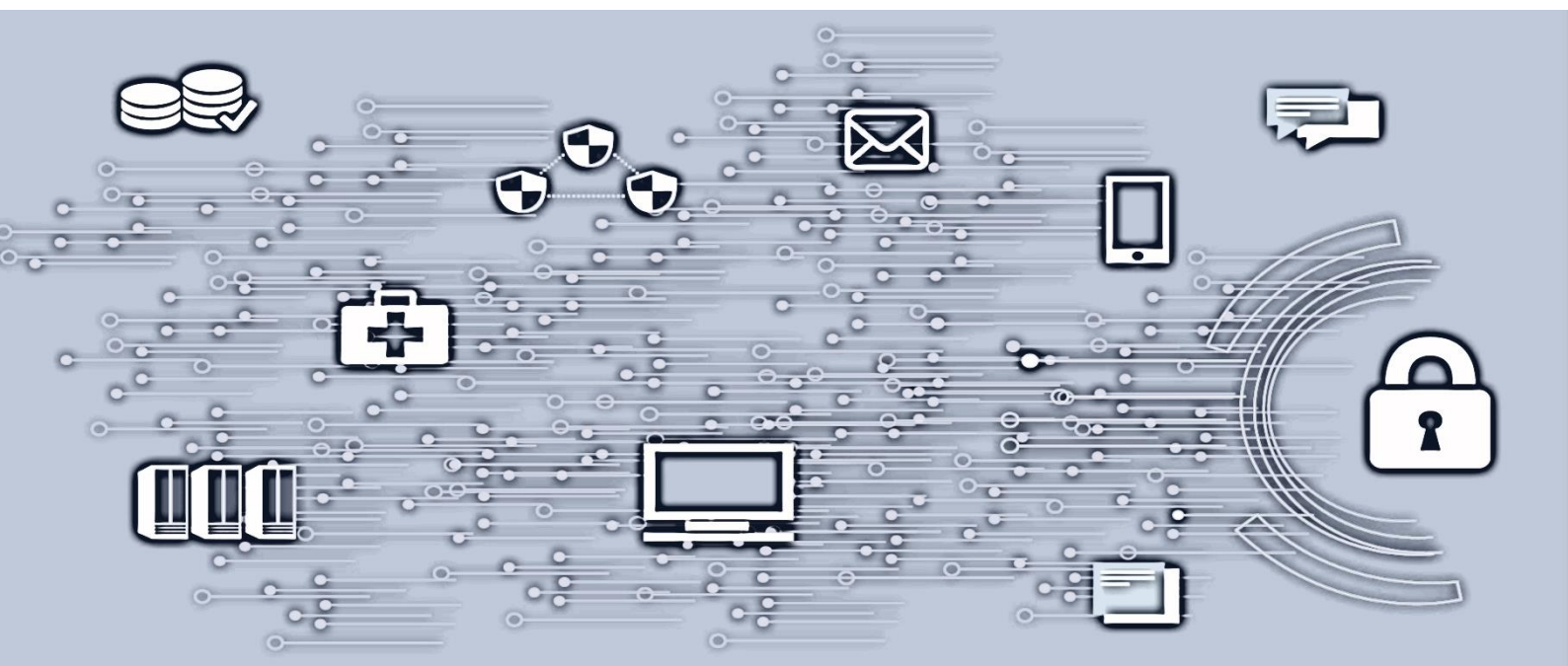


# Bakgrunnssjekk for nyansettelser i Sykehuspartner HF



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<b>Versjon</b>	<b>Dato</b>	<b>Godkjent av</b>
1.0	2015-10-29	Christian Jacobsen
1.1	2018-12-17	Christian Jacobsen
1.2	2022-03-28	Christian Jacobsen

## 1. Formål

Bakgrunnssjekk er arbeidsgivers kontrollverktøy for å avdekke hvorvidt en kandidat har nødvendige kvalifikasjoner og egnethet til en stilling hos Sykehuspartner HF.

Kravene i dette dokumentet er utarbeidet på engelsk, siden mange av våre underleverandører har dette som arbeidsspråk.

Det autoritative dokumentet for bakgrunnssjekk i Sykehuspartner HF eies av HR, og heter «SJEKKLISTE FOR REKRUTTERING TIL FASTE/MIDLERTIDIGE STILLINGER». Dette dokumentet ligger tilgjengelig via [Personalhåndboken](#) (intern lenke).

## 2. Background check for employees

The following routine is currently performed towards candidates who apply for employment in Sykehuspartner HF:

1. Background check with at least 3 prior employers (e.g. managers and colleagues) to confirm factual employment, responsibilities, and the tasks performed by the candidate, and that these were performed to the employer's satisfaction.
2. Verification of diploma and job certificates with original documents.
3. For CEO and CFO there will be completed a credit check.

## 3. Background check for contractors and other third parties

Sykehuspartner HF requires that contractors and other third parties perform an adequate and suitable background check of personnel who has access to Sykehuspartner HF's infrastructure. The controls may be some or all of the below:

1. Background check with at least 3 prior employers (e.g. managers and colleagues) to confirm factual employment, responsibilities, and the tasks performed by the candidate, and that these were performed to the employer's satisfaction.
2. Verification of diploma and job certificates with original documents.
3. Identity verification to prove the person's identity against authoritative documents.
4. Legal working permit.
5. If applicable to national legislation from where the contractor or third party performs its services, the contractor shall apply for a police certificate to ensure that the employee is not, or has been, involved in any criminal or any other unlawful activities related to the services the employee would be expected to perform for Helse Sør-Øst. This includes, but is not limited to, cyber crime, economic fraud, and embezzlement or any other form of misappropriation of funds, services, ICT equipment or resources.

## 4. Security clearance

Access rights to information, objects or infrastructure protected by the Norwegian national security act may only be given to personnel (employees, contractors or third parties) with relevant authorization. Please contact [sikkerhet@sykehuspartner.no](mailto:sikkerhet@sykehuspartner.no) for more information.