



## Background Check - Applicant Tip Sheet

### ConocoPhillips Background Checks

To assess your suitability for employment, ConocoPhillips and its verification agency, Hire Right, Inc. will collect and maintain background information about you (including your education, employment, credit and criminal record histories). The information will be collected from you and relevant third parties (such as educational institutions and referees) and may be provided to other companies in the ConocoPhillips international group of companies. ConocoPhillips and HireRight may also need to disclose your information to third parties to verify its accuracy and to collect additional background information about you. All data will be maintained by HireRight on a server in the United States.

If your form is successful, it and the information collected during the employment form process will form part of your personnel record with ConocoPhillips. If your form is unsuccessful, your information may be held so that you may be contacted if a suitable position becomes available. To the extent that applicable law allows, you may access, review and/or make changes to your information.

Refusal to provide the required information will mean you are not eligible to be considered for employment with ConocoPhillips or within the ConocoPhillips group of companies.

ConocoPhillips treats information in a manner that is consistent with its philosophy of respect for individuals, sound business practices and in accordance with legal requirements. ConocoPhillips also seeks to provide a safe and comfortable work environment.

### Who is HireRight?

ConocoPhillips has partnered with an external vendor called HireRight to perform the background screening process to verify information that you have provided as part of your application for employment. Information verification is a part of the overall talent acquisition process and is required of all potential ConocoPhillips employees.

HireRight takes the most stringent measures to ensure the security of any data you provide. HireRight is Safe Harbor certified which means they fulfill all requirements as outlined by the European Commission's Safe Harbor Directive on Data Protection and Privacy. The following tips highlight best practices which will allow the background screening process to complete more efficiently

### Background Check Process

1. Accept offer of employment. At this point you should contact your recruiter using the details provided in the offer letter. Your recruiter will review the onboarding process with you and be able to answer any questions you may have.
2. Request for background check information. You will receive an email from your Recruiter, which will contain a user name and temporary password to an online system. You will be asked to provide specific information regarding completed education, previous employment, etc. Please refer to the Hints & Tips section below for tips on completing this online form.
3. Background check process may take up to two weeks. Please be prepared to provide all requested information in a prompt and efficient manner. If further information is requested, you will be contacted by HireRight / ConocoPhillips via telephone or email.

4. Medical Check is initiated and cleared. In addition to your background check, you will be required to complete a Medical Check. Oftentimes, this process is done directly through ConocoPhillips unless certain circumstances require an external vendor. Your ConocoPhillips point of contact will provide more specific information in regards to this process upon your acceptance of the offer.
5. Background check is cleared. Congratulations! Your background check has been cleared and you are ready to begin employment at ConocoPhillips.

## Hints and Tips

### General

- You may be asked to provide additional supporting documentation to facilitate the verifications process (e.g. certificates, starting and ending payslips, P45s, etc)
- Please be prepared to provide all information to either ConocoPhillips or HireRight in a prompt and efficient manner
- Make sure to check your Junk or Spam email throughout the background check process as occasionally HireRight correspondences may be directed to these folders

### Education Information

- Please provide information relating to college education only (e.g. HND, Bachelors degree or higher)
- In order to expedite the process, please complete and sign the following [signed release form](#). This form will give your institution permission to release information to HireRight for verification purposes only.
- If you have not yet completed your degree, please indicate this in the online form. You may also make comments regarding your education in the “comments” section.
- There is no need to include secondary/high school education such as GCSE, CSE, ‘O’ or ‘A’ levels
- Do not abbreviate the institution name when referencing it in HireRight. If your university/college has changed names use the most current.

### Employment Information

- Only provide up to 7 years employment history. If you do not have 7 years of experience, include your last three employers.
- Only list the most recent position held per company.
- For applicants who have been employed as contractors, please specify the agency as your employer.
- Do not abbreviate employer names.
- The employer name should match the name of any requested supporting documentation (e.g. P45s). If the employer has had multiple name changes due to mergers or acquisitions, please use the most current.

## Additional information

If you have any additional questions, please contact [Rachael Keir](#) at +44 (0)122 420 5002. You may also notify [recruituk@conocophillips.com](mailto:recruituk@conocophillips.com).

If you are asked to do so, please be sure to fax or email all the information to the HireRight International Department as soon as possible (fax number +1 949-224-6064, email scanned documents to [documentation@hireright.com](mailto:documentation@hireright.com), so as not to delay processing of your information verification.

Please note that if you have any enquiries, you can use HireRight’s ‘Live Help’ facility. Click on the icon at the bottom left-hand of the screen once you are logged in. This will connect you immediately to a HireRight representative.

