

**Organisation:** Northbridge Advisory Partners **Department:** Data & AI Advisory Practice **Effective Date:** 2025-09-01 **Last Reviewed:** 2025-09-01 **Policy Owner:** HR Director, People & Culture **Reference:** NAP-COMP-2025-017

## 1. Scope

These requirements apply to all candidates being considered for client-facing consulting roles within the Data & AI Advisory practice. They supplement the organisation-wide pre-employment screening policy (NAP-HR-2024-003).

## 2. Mandatory Pre-Employment Checks

The following checks are required before any offer can be confirmed for this role category:

Check	Minimum Standard	Verification Method
Criminal Record	UK DBS Basic Disclosure — no unspent convictions	Provider certificate
Employment History	5 years continuous verification with no unexplained gaps exceeding 30 days	Employer confirmation letters or HR records
Education	Highest qualification claimed	University records or certification body
Professional Certifications	All certifications listed on application must be verified as active	Issuing body registry
Credit Check	No unsatisfied CCJs, active IVAs, or undischarged bankruptcy	Credit reference agency
References	Minimum 2 professional references, at least 1 from most recent employer	Direct contact with referee

## 3. Client-Facing Role Requirements

Candidates in client-facing roles within Data & AI Advisory are subject to additional requirements due to the nature of client engagements:

- **Data Access Requirement:** Candidates who will access client financial data, PII, or regulated datasets must pass a credit check with no adverse findings within the preceding 12 months.
- **Regulatory Exposure:** For engagements in financial services or healthcare, the candidate must have no unspent criminal convictions related to fraud, financial misconduct, or data protection offences.
- **Security Clearance:** If the role requires BPSS or SC clearance for government contracts, background checks must meet HMG Baseline Personnel Security Standard requirements. (Note: check whether this role has been flagged for government engagement — the clearance addendum in NAP-SEC-2023-008 applies if so.)

## 4. Certification Requirements for Data & AI Roles

- All Azure certifications listed on the candidate's application must be independently verified as active with Microsoft.
- Expired certifications must be flagged but do not automatically disqualify unless the role specification lists the certification as a mandatory requirement.
- The team currently accepts both Azure AI Engineer (AI-102) and Azure Data Engineer (DP-203) for this role family, but the Practice Head indicated in Q4 2025 that AI-102 would become mandatory for all new hires from Q2 2026. Confirm current policy with the Practice Head before classifying certification findings.

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## 5. Employment Gap Policy

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- Gaps of 30 days or fewer between verified employment periods do not require explanation.
  - Gaps exceeding 30 days must be explained by the candidate in writing and documented in the background check file.
  - Undeclared gaps exceeding 30 days are classified as a follow-up item requiring candidate clarification before the check can be marked as complete.
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## 6. Cross-Reference

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- Organisation-wide screening policy: NAP-HR-2024-003
  - Security clearance addendum: NAP-SEC-2023-008 (status unclear — last version available is from October 2023; the HRIS Administrator has not confirmed whether a 2024 update was issued)
  - Data & AI practice hiring standards: maintained by Practice Head (no formal document reference — communicated via email, Q4 2025)
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AGASI AiOS — Sample material. For illustrative purposes. All data is fictional.