

NECESSARY DOCUMENTS

- Application form and Data protection agreement form (print file attached to email)
- ID
- International Passport
- Birth Certificate
- Utility bill (if your current address is not the same as the one on your ID) *
- Degree
- 5 years of employment history - **please provide e-mail addresses of HR/administrative department from previous employers**.**
- Workbook- (for jobs mentioned until 2018)
- Marriage certificate (only if your last name has changed)

- Criminal record

You can submit your request either online via <https://servicii.gov.md>, at a [Victoriabank](#) branch, via [QIWI](#) terminals, or at Serviciul tehnologii informationale MAI.

The cost varies from 30 to 125 MDL depending on the urgency.

*Please **make a copy of the invoice** before submitting it to receive the criminal record.*

The costs can be reimbursed by submitting an expense report in oracle ([detailed instructions here](#))

- Credit check report (which demonstrates that you are not in evidence with bank fraud and can be issued by Credit Check Bureau)
- Based on your signed by hand consent (document attached)- the People Screening Specialist will access the Credit report via <http://viascope.md/> exclusively for screening process, aiming to check any potential financial frauds, no values will be displayed). An example of the content of the Credit Report can be find attached. If you never had any bank credits, the report will be blank.

ADDITIONAL INFORMATION NOTES:

*If your current address is not the same with the one mentioned in your ID, you will be asked to provide a utility bill or a rental agreement in your name (or your spouse's name) at this address. Any sensitive information (such as name of the landlord/ owner/ other person etc) can be hidden or cropped before sending the document.

** We will send an e-mail to each mentioned company for confirming the employment history. If you cannot provide e-mail address of any specific company, you will be asked for a recommendation letter which must contain the name of the company, worked period of time and one e-mail address for later confirmation.