

# Recruitment Fraud Warning

At The Washington Mayfair Hotel, we will continue to take action to try and prevent recruitment fraud. We report any apparent fraudulent activity to the relevant authorities, including the police.

We have been made aware of an Internet based Recruitment Fraud circulating. This is a sophisticated type of fraud offering fictitious job opportunities and demanding cash or/and private information such as passport and bank details. Such scams are fraudulent.

We take this matter extremely seriously and are working with the appropriate legal authorities to stamp out such fraudulent schemes.

By making you aware of this, we hope to avoid and ultimately stop victims falling for this scam.

## What is recruitment fraud?

Recruitment fraud is a sophisticated fraud offering fictitious job opportunities. It is normally done through online services such as bogus websites, or through unsolicited emails claiming to be from The Washington Mayfair Hotel.

These emails ask recipients to provide personal information, sign bogus letters of employment, organise UK working visas and ultimately payments to progress false applications.

## How to identify recruitment fraud

- The perpetrators will often ask recipients to complete bogus recruitment documentation, such as application forms, terms and conditions of employment or visa forms. The Washington Mayfair Hotel name and logo is often featured on the documentation without authority.
- There is an early request for personal information such as address, date of birth, CV and passport details.
- Candidates are requested to contact other companies/individuals such as lawyers, bank officials, travel agencies, courier companies or visa/immigration processing agencies.
- Email correspondence is often sent from (or to) free web-based email accounts such as Yahoo.com, Yahoo.co.uk, Gmail.com, Goglemail.com and Live.com.
- The perpetrators frequently use mobile or platform telephone numbers beginning with +44(0)70 instead of official company numbers.
- The perpetrators may even offer to pay a large percentage of the fees requested and ask the candidate to pay the remaining amount.
- There is an insistence on urgency

The Washington Mayfair Hotel employment policies and processes involve personal interviews in most cases and candidates who seek employment with us are never required to pay us any sum of money in advance.

### **What should you do?**

Do not...

- Respond to unsolicited business propositions and/or offers of employment from people with whom you are unfamiliar.
- Disclose your personal or financial details to anyone you do not know
- Send any money. The Washington Mayfair Hotel would not ask for money transfers or payments from applicants to secure a job or a visa to enter into the UK, either as an employee or as a contractor
- Engage in further communication if you believe the communications may be fraudulent

Do...

- If you think you have received a fraudulent communication, contact us at [hr@washington-mayfair.co.uk](mailto:hr@washington-mayfair.co.uk) so that we are able to verify if the job is legitimate or not.
- Original subject line: Please do not change the original subject line of the email you received.
- We strongly suggest you contact your local police and provide them with all information you may have from the perpetrators
- Save messages from the perpetrator for further investigation if necessary

### **Find out more about scams**

More information on scams and other frauds may be found on the Metropolitan Police website: [www.met.police.uk](http://www.met.police.uk).