

## **RECRUITMENT FRAUD WARNING**

At London City Suites By Montcalm London, 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. These emails target job-seekers and are not genuine offers from our organisation. By making you aware of this we hope to avoid and prevent victims falling for this scam.

### **What Is Recruitment Fraud?**

Recruitment Fraud is a sophisticated fraud offering fictitious job opportunities to unsuspecting job seekers. It is carried out through online services such as bogus websites or through unsolicited emails claiming to be from London City Suites by Montcalm London

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

Please note that London City Suites by Montcalm London will never ask for money or payments from the job applicants (whether as an employee or a contractor) at any point in the recruitment process.

### **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 Montcalm 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, Googlemail.com and Live.com.

The perpetrators frequently use mobile or platform telephone numbers beginning with +44(0)70 instead of official company numbers.

There is an insistence on urgency.

### **What Should You Do?**

If you think you have received a fraudulent communication immediately contact us at [cv@montcalm.co.uk](mailto:cv@montcalm.co.uk) and make sure that your Email includes the three items below:

1. Original subject line: please do not change the original subject line of the email you received.

2. Complete Headers: Email headers contain a detailed record of the specific route that an email took through the internet when it was sent to you. This means it can help us identify the perpetrators location(s). Full header information is included in every email that is sent.

3. Complete message body: please include the complete, unedited content of the email message in question. Do not change or edit the message in any way.

Also to help us in investigation, please:

- Save messages from the perpetrator for further investigation if necessary.
- Contact your local Police and provide them with all the information you have.

**Do Not**

- Respond to unsolicited business propositions and/ or offers of employment from people with whom you are familiar.
- Do not disclose your personal or financial details to anyone you do not know.
- Do not send money: London City Suites by Montcalm London does not ask for money transfers or payments from applicants to secure a job or a visa to enter the UK, either as an employee or a contractor.
- Do not engage in further communication if you believe the communication may be Fraudulent.