Staying safe when searching for a job online

Identity theft

Job seeking in the digital age can be hazardous. Identity theft is the world's fastest growing industry and the UK is the world's largest victim of this epidemic. Be careful when making sensitive data about yourself 'open source'.

The following tips will help you to decrease your risk of identity theft when registering with an online job board:

- **Your name:**

  Don't detail your full name on your CV. A first name and surname will suffice at an initial selection stage - and does anyone really care that your middle name is Gertrude? You can provide the potential employer with your full name at interview.

- **Your address:**

  When putting your details on a job board, put your town of residence rather than your full address.

- **Your date of birth:**

  You do not have to put your date of birth on your CV and if the UK decides to imitate the US position on age discrimination law, it could soon become illegal to do so. If you choose to detail your age then your age in years or year of birth will suffice. Alternatively, make up a date of birth and explain later at interview.

- **Place of birth and Primary School:**

  It is unnecessary to add these. These are details that are often used to confirm your identity when banking over the telephone, so don't use them on a public forum.

- **Passwords:**

  Don't use the same password on job boards as you do for your Yahoo, Google, Ebay, Amazon, etc. accounts– whilst the major job boards have strict security policies and most passwords are encrypted to their staff, it's better to be safe than sorry.

Safe passwords

On the subject of passwords, how many do you use that are your spouse's name, children's name, a combination of the two? If you detail them on your CV, they are now accessible online and could potentially be easily 'cracked'.

Social networking sites

Additionally, beware of detailing your pet's/children's names, children's date of birth, partner's name and so forth on social networking sites. An identity thief who has your name, address and date of birth from a CV that you posted online can, with a bit of hunting on social network search tools like Yoname (www.yoname.com), quickly find out all of the information potentially required to access your bank, email, and other accounts

A safe password to use could perhaps be your car registration number, as this cannot be found through an internet search.

Always be safe online!

hillmcmanus

THE ROYAL BOROUGH OF
KENSINGTON
AND CHELSEA