

PRE-EMPLOYMENT CHECKS

Notes for Applicants

As a provider of health services we have a duty to protect our patients. This means that we must take great care in ensuring that all our employees are appropriately vetted before they can start working for us. These notes advise applicants of the necessary checks which have to take place before you can begin your employment with the Trust.

Criminal Records Bureau (CRB) Disclosures

The CRB was set up under the Police Act 1997 to administer the new disclosure arrangements enabling employers to undertake criminal record checks on people seeking to work with children and vulnerable adults.

The Trust is registered with the CRB who may be requested to provide information about you relating to any criminal conviction including those, which are regarded as 'spent' and current 'cautions'.

The Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) requires that you are not entitled to withhold any information about criminal convictions you may have had, or prosecutions pending.

You will be notified at the outset of the recruitment process if the post you have applied for is subject to a Disclosure, either in the job advertisement or within the person/job specification. Only the successful candidate will be required to apply for a Disclosure, the fee for which will be paid for by the Trust.

The Trust complies with the CRB Code of Practice, a copy of which will be made available on request.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

Declaration Statement

All short listed candidates will be asked to complete and sign a self-declaration statement which will seek information on any previous convictions, police cautions, final warnings, or reprimands you may hold. You will also be asked to declare if you are subject to any 'fitness to practice' investigations by a professional body.

Please note that failure by an applicant to provide accurate and truthful information is considered to be a serious matter. Where it is found that a person has intentionally or recklessly provided inaccurate information or withheld information relevant to their application, it may disqualify them from appointment. It may also result in dismissal or disciplinary action and referral to the appropriate professional regulatory body.

Personal Identification

The Trust is required to establish the identity of prospective employees before the individual takes up their post. Therefore, you will need to supply original documentation to verify your identity and address before an unconditional offer of employment can be made. For example:

- valid full birth certificate
- current passport
- UK driving licence
- Recent utility bill
- Financial statement from a bank or building society

Other documentation may be accepted. Further guidance will be provided at the offer of employment stage.

Professional Registration and other Certification

For certain posts applicants must be currently registered with a professional body. Your status with that body will be checked prior to the commencement of your employment. Also, for certain posts specific qualifications will be necessary. In such instances you will be required to produce documentary evidence that you hold the required qualification(s).

References

Receipt of satisfactory references is an integral and important part of the recruitment process. The Trust is required to check a minimum of three years of previous employment and/or training. As a minimum, references will be required from your two most recent employers. The reference should

be from a person who was in a position of responsibility relative to you – e.g. line manager. References will need to be taken up via an HR department, wherever possible. If you have been self-employed we will need evidence (e.g. from HM Revenue & Customs, bankers, accountants, solicitors etc) that your business was properly conducted and that your involvement in the business was terminated satisfactorily.

An unconditional offer of employment cannot be made unless two satisfactory references have been received. The Trust reserves the right to determine what is considered to be a satisfactory reference.

Overseas Employment or Training

Prospective employees will need to give a reasonable account of any significant periods of time spent overseas (three months or more).

The following documentation may be requested as an assurance of time spent overseas:

- Proof of residence for time spent abroad
- Overseas employer or academic references
- References from UK departments and agencies based overseas, for example the Foreign and Commonwealth Office (FCO) missions, British Council, non-government departments and agencies

Entitlement to Work in the UK

Under the Asylum and Immigration Act (2006) it is a criminal offence to employ someone who is not entitled to work in the United Kingdom. To comply with the above Act all applicants who are offered a post with the Trust are required to provide evidence of their eligibility to work in the UK. Applicants who are subject to immigration control **must** be in possession of valid permission to enter or remain in the UK, and that permission must not preclude them from working.

Medical Assessment

If you are made a provisional offer of employment it will be conditional on a satisfactory health clearance. All prospective employees will be required to complete a Medical Assessment form, to be returned to the Occupational Health Department. It may be necessary to undergo a medical examination, dependant on:

- the nature of the post applied for, or
- the information given in the Questionnaire

No applicant will be allowed to take up any type of post with the Trust until medical clearance has been given.

General

Please note that any information provided by you on the application form is subject to checking and verification. Any offer of employment may be withdrawn if you knowingly provide false or misleading information.

The Data Protection Act 1998

All the information supplied by you or obtained by the Trust is necessary as part of the recruitment process and for equal opportunities monitoring. Under the terms of the Data Protection Act 1998 no sensitive information supplied regarding yourself will be sent to a third party without your specific consent being obtained.