



## NHS Employment Checks - A Candidate's Guide

### What are NHS Employment Checks?

The NHS Employment Check Standards outline the mandatory checks NHS Employers must carry out in the appointment, and ongoing employment, of all individuals in the NHS. These standards apply to permanent staff, staff on fixed-term contracts, temporary staff, volunteers, students, trainees, contractors and highly mobile staff employed through an agency.

**Important Note:** All documents must be originals, or copies of originals certified by a solicitor. All documents provided will be photocopied, signed and dated by the Recruitment Team and then will be retained on the Appointee's personal file.

### 1. Verification of Identity

Identity verification is the first check performed and an application will not be able to progress until we are satisfied that a person's identity is proven.

Prospective employees must provide acceptable documents containing their photograph, such as a passport or UK driving licence, and acceptable documents providing their current address. You will be asked to bring relevant documents with you to an interview if you are successfully short listed for a post and your identity will be checked by the recruiting manager. Your identity will be verified again when you meet with a member of the Recruitment Team if you are successfully appointed to the post.

### Acceptable personal identification documents

Certain documents, in certain combinations, are acceptable for verification of identity. Prospective employees will need to provide either of these two combinations:

- Two forms of photographic personal identification and one document confirming their address

**or**

- One form of photographic personal identification and two documents confirming their address.

### 2. Right to Work

The Immigration, Asylum and Nationality Act (2006), which came into effect on 29 February 2008, introduced statutory obligations on employers, and we are required to undertake mandatory checks to assess the eligibility of an individual's right to work in the UK by verifying specified documents or combinations of documents. The documents must show that you are entitled to do the type of work being offered.

We cannot make assumptions about your right to work or immigration status on the basis of their colour, race, nationality, ethnic or national origins, or the length of time they have been in the UK. To avoid discrimination we will treat all job applicants in the same way at each stage of the recruitment process and undertake document checks on every prospective employee. Your right to work will be checked at interview therefore you will need to bring with you the appropriate documentation.

### 3. Registration and Qualification Checks

Where appropriate to the job role we will undertake registration and qualification checks to ensure that a prospective employee is recognised by the appropriate regulatory body and that they have the right qualifications to do the job. For non-health professionals, qualifications that form part of the requirements for a position will be checked.

Prior to appointing any health professional we must always check the following three areas:

- That the applicant is registered to carry out the proposed role
- Whether the registration is subject to any current restrictions which might affect the duties proposed
- If the applicant has investigations against them about their fitness to practise that the regulatory body has a duty to disclose.

#### **4. Employment History and References**

Previous employment history and references will be checked before we can make you an unconditional offer of employment. References and application forms will be cross-checked as part of this process.

Please ensure that you provide a full history of your employment and any gaps between employment periods, e.g. unemployed, gap year travel, or career break etc.

References will only be requested with your consent and only once we have offered you an interview. To avoid any delays in the recruitment process, you must provide the appropriate information in respect of your references on your application form. It is your responsibility to ensure that you have approached your referees and received their permission to put their name forward. We will check a minimum of two references covering a minimum of three years of previous employment and/or training.

**NB: If you indicate on your application form that you do not want your referees to be contacted, please note that references will be sought only if you are successful at interview.**

Your referees must be someone who had line management/supervisory responsibility for you in your job role who can comment on your work experience, competence, personal qualifications and suitability for the post. Your references must include:

- Your current or most recent line manager
- Any previous line managers/supervisors for the last 3 years of your employment/academic history (as appropriate).
- If you are a student, please provide contact details of a teacher/lecturer/tutor at your school, college or university.

Please check current contact details and include the address, telephone number [work/mobile] and e mail addresses for your referees. Incorrect details delay the recruitment process.

**Please note that bearer references and personal references such as friends, acquaintances, and relatives are not acceptable. Please ensure that you provide appropriate referees [see above] as failure to do so will delay the recruitment process**

#### **5. Criminal Record Checks**

As a registered employer with the Criminal Records Bureau we observe the CRB Disclosure Code of Practice when using disclosure information.

Any offer of employment to a post requiring a CRB disclosure check will be conditional on the satisfactory outcome of the CRB disclosure.

The Appointee will be required to pay for the CRB Disclosure. The payment of £26 for a standard disclosure or £44 for an enhanced disclosure will be deducted from the first month's pay.

#### **Rehabilitation of Offenders Act 1974**

You are not entitled to withhold any information about criminal convictions you may have had, for which you have not yet been rehabilitated, or prosecutions pending. If the work for which you are applying involves direct contact with people who are receiving a health service you **must** also give details of any spent conviction. You must give details on the application form of date, type of offence, sentence, fine imposed etc.

## Spent Convictions

If someone has been convicted of an offence and is not convicted again during a specified rehabilitation period, their conviction becomes spent.

## Rehabilitation Periods

Sentence	Rehabilitation Period
Imprisonment or youth custody sentence of over 6 months but not more than 2.5 years	10 years
Imprisonment or youth custody Sentence of 6 months or less	7 years
Fine or other sentence for which The Act does not specify a different Rehabilitation period	5 years

**All the above periods are halved if the offender was under 17 at the time the offence was committed.**

Absolute discharge	6 months
Borstal	7 years
Detention Centre	3 years
Probation order, Conditional Discharge	1 year or until order expires*
Care order or supervision order	1 year or until order expires*
Order for custody in a remand home, An approved school order or an Attendance centre order	1 year after order expires
A hospital order (with or without A restriction order) (NOTE: * whichever is the longer)	5 years, or 2 years after order expires*

**If anyone is sentenced to more than 2.5 years in prison his or her conviction can never become spent. It is the sentence imposed by the court that counts (even if it is a suspended sentence) not the time actually spent in prison**

## Failure to Disclose

If you take up employment with North West Ambulance Service NHS Trust, failure to disclose criminal convictions, as described above, could result in the withdrawal of a conditional offer or disciplinary action/summary dismissal if you have already commenced employment.

## Confidentiality

Any information you give will be treated as strictly confidential and will only be used in relation to your application.

## 6. Occupational Health Checks

All NHS staff must have a pre-appointment health check, which adheres to equal opportunities legislation and good occupational health practice. All checks will take into account the requirements of the Disability Discrimination Act 1995

(DDA) and reasonable adjustments will be made to ensure that people can work in the NHS regardless of physical impairment or learning disabilities.

## **7. Acceptable Documentation\***

### **Identification**

#### **Personal Identification – Photographic ID**

- current passport
- a current photo-card driving licence
- a national ID card and/or other valid documentation relating to immigration status and permission to work

#### **Address Identification**

- current UK photo-card or old-style driving licence (if not already presented as a personal ID document)
- recent utility bill (joint names are permissible) or current valid local authority tax bill\*
- bank or building society or credit union statement or passbook containing current address
- mortgage statement from a recognised lender\*
- current local council rent card or tenancy agreement\*
- current benefit book/card or original letter from Department of Work and Pensions (DWP) confirming the rights to benefit\*
- confirmation from an electoral register search\*
- court order\*

### **PLEASE NOTE: Mobile phone bills are not permissible as proof of address**

\*The date on these documents should be within the last six months (unless there is a good reason for it not to be, e.g., clear evidence that the person was not living in the UK for six months or more) and they must contain the name and address of the applicant.

When appointing someone who has recently left school or further education, in addition to photographic personal identification, the following three documents can be requested as sufficient proof of their identity:

- Full UK birth certificate – issued within six weeks of birth
- National Insurance (NI) number card or proof of issue of an NI number (this will also be a requirement for employment)
- Certificate of educational qualifications (certificates should be originals from the school/ university/awarding body).

### **Right to Work**

- UK Passport
- Passport or National ID Card from EEA or Switzerland
- A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents/adoptive parents when produced in combination with an official document, issued by a Government agency or a previous employer, giving the person's permanent National Insurance Number and their name.

**This list contains details of the most commonly used documentation, however it is not exhaustive – please contact the Central Recruitment Team on 0845 11 22 018 if you require further information regarding acceptable documentation.**