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GUIDANCE NOTES FOR APPLICANTS – PRE EMPLOYMENT CHECKS

PLEASE READ THESE NOTES CAREFULLY

These Guidance Notes are intended to inform applicants of the necessary checks which have to take place **BEFORE** an individual may commence work with the University Hospitals of Morecambe Bay NHS Trust.

1. Health Questionnaire

All prospective employees are required to complete a Health Questionnaire, which is returned confidentially 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 received by the Employment Services Department.

2. Disclosure by the Disclosure and Barring Service (DBS)

The DBS is 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.

Many posts within this Trust carry a level of Disclosure which means that a DBS check would be required for anyone offered a post.

The Trust is registered with the DBS who may be requested to provide information about yourself 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.

Transgender applicants may contact the DBS Transgender Line on 0151 676 1452 or email sensitive@dbs.gsi.gov.uk for further advice.

If you are offered a post which is subject to Disclosure, you will be sent a web application form which must be completed and returned online.

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 position, this may disqualify them from appointment. It may also result in dismissal or disciplinary action and referral to the appropriate professional regulatory body.

The Trust has a written policy for DBS Disclosure, a policy statement on the recruitment of ex-offenders and a policy statement on the security and storage of DBS documentation.

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

3. Personal Identification

It is important that the NHS carry out identity checks to determine that the identity of an applicant is genuine and relates to a real person, and also to confirm that the individual owns and is rightfully using that identity. When an offer of employment is made, you will be invited to a face to face appointment with a member of the Employment Services Team.

4. References

Receipt of satisfactory references is an integral and important part of the selection process. On the application form you are required to submit the names of two people who have consented to supply a reference on your behalf. If you are in employment, references should be obtained from the current employer and the most recent employer.

If you have worked in a voluntary capacity, references should be supplied from the two most recent organisations for which you have worked. Ideally, the reference should be from a person who was in a position of responsibility relative to yourself – e.g. manager or supervisor.

5. Data Protection Act 1998

All the information supplied by yourself 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.