

## **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 Lancashire Teaching Hospitals 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 Human Resources 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@db.sgsi.gov.uk](mailto:sensitive@db.sgsi.gov.uk) for further advice.

If you are offered a post which is subject to Disclosure, you will be sent a link to an online application form which must be completed and returned, together with certain original documentation. You will be provided with guidance notes to help you.

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 working 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 meeting with a member of the Human Resources Recruitment team. You are asked to present certain original documents containing your photograph and your current address.

### **4. Professional Registration and Qualification Certificates**

For certain posts applicants must be currently registered with a Professional body. Your professional registration will be checked before any offer of employment is made. For other posts certain qualifications will be essential and will be outlined in the person specification for the post. In such instances you will be required to produce these documents at the face to face check with Human Resources staff.

### **5. References**

Receipt of satisfactory references is an integral and important part of the selection process. On the application form you are required to submit referee details cover the last 3 year period. You will be required to provide the name, employer details, job title and professional email address of those 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 whom you have worked. Ideally, the reference should be from a person who was in a position of responsibility relative to yourself – eg manager or supervisor.

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

### **6. Certificate of Sponsorship**

The Trust has successfully applied for a Sponsor Licence from the UK Border & Immigration Agency. This means that we can act as Sponsors to employ skilled migrants from outside the UK and EEA.

Under the Asylum and Immigration Act 1996 it is a criminal offence to employ someone who is not entitled to work in the United Kingdom. In order to take up employment legally, 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. **All applicants offered a post with this Trust will be asked to provide evidence of their eligibility to work in the UK. For certain posts, the Trust will be able to apply for a Certificate of Sponsorship. A separate list is available of the documents acceptable for this purpose.**

#### **The 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.

**Jan 2017**