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Introduction – What are NHS Employment Checks?
The NHS Employment Check Standards outline the mandatory checks employers must carry out in the appointment, and on-going employment, of all individuals in the NHS.

NHS Employers has developed these standards with the Department of Health and employers in the NHS. The standards include those checks that are required by law, those that are Department of Health (DH) policy and those that are required for access to the NHS Care Record Service.

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. An explanation of what these checks involve and what they mean to you is provided below. If you would like any further information regarding the checks we will undertake, please contact a member of the team on 0151 295 3023.

The six areas below make up the NHS Employment Check Standards:

- Verification of identity checks
- Right to work checks
- Registration and qualification checks
- Employment history and reference checks
- Criminal record checks & Model Declaration Forms
- Occupational health checks.

1. Verification of Identity
Identity verification is the most fundamental of all pre-employment checks. It will be the first check performed and an application will not be able to progress until we are satisfied that a person’s identity is proven. Verification of identity checks are designed to:

- Determine that the identity is genuine and relates to a real person
- Establish that the individual owns and is rightfully using that identity.

Prospective employees must provide acceptable documents containing their photograph, such as a passport or UK driving licence, and acceptable documents providing their current address. Identity will be checked at the interview stage by the Recruiting Manager and later verified at a HR pre-employment check meeting with a Recruitment Assistant.
1.1 Acceptable personal identification documents

Some documents are more reliable than others and only 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 plus one document confirming their address

  or:

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

All documents from each of the lists must be valid, current and original; copies will only be accepted where they have been certified by a solicitor. Documents downloaded from the internet (e.g. bank statements) will not be accepted.

Where identity documents are provided in a foreign language, an independently verified translation must be obtained. Identity documents of a foreign equivalent cannot be accepted if listed as ‘UK’ on the list of acceptable forms of identification.

Where a signature has not previously been provided e.g. because an online application has been submitted, candidates will be asked to provide this during the interview.

All documents provided will be photocopied, signed and dated by the Recruitment Assistant and will be retained on your personal file. All employee personal information will be held electronically and manually and processed in strict accordance with the provisions of the Data Protection Act (1998) for the total length of the employment and for the appropriate length of time thereafter, at which time the records will be securely destroyed.
1.2 Acceptable photographic personal identification

Employers should, in the first instance, always try to obtain photographic documents to verify a person’s identity and this should be compared with the applicant’s likeness by conducting a face-to-face meeting. Acceptable documents of photographic personal identification include:

- UK (Channel Islands, Isle of Man or Irish) passport or EU/other nationalities passport
- Passports of non-EU nationals and other valid evidence relating to their immigration status and permission to work*
- UK full or provisional photo-card driving licence (must include counterpart, except Jersey)
- EU/other nationalities photo-card driving licence (valid up to 12 months up to the date of when the individual entered the UK and providing that the person checking is confident that non-UK photo-card driving licences are bona fide)
- Biometric Residence Permit (formerly known as identity cards for foreign nationals) (UK)*
- HM Armed Forces Identity card
- ID cards carrying the PASS accreditation logo (UK and Channel Islands), for example a UK Citizen ID card. This card can be applied for by residents of the UK and is verifiable with similar security marks to UK passports and driving licences

Any other document that is not listed above, for example organisational ID cards, will not be accepted.

*All documents must be dated within the last three months, unless there is good reason for it not to be, for example where there is clear evidence that the individual was not living in the UK for three months or more. These documents must contain the name and address of the applicant.
1.3 What to do if no acceptable photographic identification documents are available

If an individual genuinely cannot provide any form of acceptable photographic personal identification as outlined within List 1a. above, then the following combination of documentary evidence should be requested:

- Two documents confirming their current address from List 1c
- Two forms of non-photographic personal identity from List 1d and
- A passport sized photograph of themselves.

Each of the documents provided should be from a different source and photographs must be endorsed on the back with the signature of a person of some standing in their community. A person of some standing in their community may be a magistrate, medical practitioner, officer of the armed forces, teacher, lawyer, bank manager or civil servant who has known them for at least three years.

The photograph should be accompanied with a signed statement from that person, stating the period of time they have known the applicant.

1.4 Acceptable confirmation of address documents

Acceptable documents for confirmation of address include:

- Utility bill (gas, water, electricity or land-line telephone), or a certificate from a utility supplier confirming the arrangement to pay for the services on pre-payment terms at a fixed address. More than one utility bill may be accepted if these are from two different suppliers. Utility bills in joint names are also permissible (UK)*
- Local authority tax statement – for example, a council tax statement (UK and Channel Islands)**
- UK full or provisional driving licence (must include paper counterpart) – if not already presented as a personal photographic identity
- UK full driving licence (old-style paper version), old-style provisional driving licences are not acceptable
- Most recent HM Revenue & Customs tax notification (i.e. tax assessment, statement of account, notice of coding but not a P45 or P60)**
- Financial statement such as bank, building society, or credit card statement (UK and EEA. Non EEA statements must not be accepted)*
- Credit union statement (UK)*
- Mortgage statement from a recognised lender (UK and EEA – non EEA statements must not be accepted)**
- Local council rent card or tenancy agreement*
- Benefit statement, book or card; or original notification letter from the Department of Work and Pensions (DWP) confirming the rights to benefit – for example, child allowance, pension (UK)**

- Confirmation from an electoral register search that a person of that name lives at the claimed address**

*All documents must be dated within the last three months, unless there is good reason for it not to be, for example where there is clear evidence that the individual was not living in the UK for three months or more. These documents must contain the name and address of the applicant.

** All documents must be dated within the last 12 months.

Not denoted means that the document can be more than 12 months old.

Providing documentary evidence for previous addresses may be difficult if your check covers a long period of time, therefore you may wish to carry out an electronic identity database search, for example a check against the electoral register.

Any gaps in residence details should be handled sensitively and probed at the interview stage. There may be many reasons as to why this cannot be accounted for, such as foreign residence or travel.

Consider the time period – if less than three months you may decide that it is unnecessary or disproportionate to confirm activities during that period.

If a gap in residency is more than a period of three consecutive months or a period of six cumulative months, you should ask the individual to provide relevant documentation to cover the period in question, for example checking the individual’s passport or other documentation to prove their stay in those countries. If the individual has been living abroad, ask them to provide confirmation of address such as a tenancy agreement or a bank statement.
1.5 Acceptable non-photographic proof of personal identification Documents

Acceptable non-photographic documents include:

- Full birth certificate (UK and Channel Islands) issued after the date of birth by the General Register Office or other relevant authority, for example registrars
- Full birth certificate issued by UK authorities overseas, such as embassies, high commissions and HM Forces
- UK full old-style paper driving licence – old-style provisional driving licences are not acceptable
- Work permit/residency permit (UK) valid up to the expiry date
- Adoption certificate (UK and Channel Islands)
- Marriage or civil partnership certificate (UK and Channel Islands)
- Divorce, dissolution or annulment papers (UK and Channel Islands)
- Gender recognition certificate
- Deed poll certificate
- Firearms certificate/licence (UK, Channel Islands and Isle of Man)
- Police registration document
- Certificate of employment in the HM Forces (UK)
- Benefit statement, book or card or original notification letter from the Department of Work and Pensions (DWP) confirming the legal right to benefit for example, child allowance, pension**
- A document from a local/central government authority or local authority giving entitlement such as Employment Services, Job Centre, Social Security Services (UK and Channel Islands)*
- Most recent tax notification from HM Revenue and Customs (i.e. tax assessment, statement of account, notice of coding, P45 or P60 (UK and Channel Islands)**

*All documents must be dated within the last three months, unless there is good reason for it not to be, for example where there is clear evidence that the individual was not living in the UK for three months or more. These documents must contain the name and address of the applicant.

**All documents must be dated within the last 12 months.

Not denoted means that the document can be more than 12 months old.
1.6 Acceptable documents for those who have recently left full time education (16 to 19 year-olds)
When appointing someone who has recently left full-time education you should ask for one piece of personal photographic evidence; or where this is genuinely not possible, a passport sized photograph which is endorsed by a person of some standing in their community as indicated in the section above; and a combination of two of the documents listed below:

- A grant or student loan agreement from a local education authority (UK)
- Full birth certificate (UK and Channel Islands) issued after the date of birth by the General Register Office or other relevant authority, for example registrars
- Full birth certificate issued after the date of birth by UK authorities overseas, such as embassies, high commissions and HM Forces
- National Insurance (NI) number or proof of issue of an NI number – the majority of individuals will be automatically issued with a NI number at the age of 16 and this will be a HR requirement for employment
- A letter from their head teacher or college principal can be requested, verifying their name and other relevant information for example, address or date of birth (UK)
- A document from a local/central government authority or local authority giving entitlement such as Employment Services, Job Centre, Social Security Services (UK and Channel Islands)*
- A qualification certificate.

*All documents must be dated within the last three months, unless there is good reason for it not to be, for example where there is clear evidence that the individual was not living in the UK for three months or more. These documents must contain the name and address of the applicant.

1.7 If you cannot provide identity documents in your current name
Identity documents in a candidate’s previous name can only be accepted where the individual is able to provide supporting documentary evidence of their name change because of:

- Marriage or Civil Partnership
- Divorce or Civil Partnership Dissolution
- Deed Poll.
2. Right to Work Checks

The Immigration, Asylum and Nationality Act 2006 (amended in February 2008) makes it a criminal offence for employers who knowingly employ illegal migrant workers and a continuing responsibility for employers of migrant workers to check their on-going entitlement to work in the UK. Employers risk breaking the law, unless we check the entitlement to work in the UK for all prospective employees, prior to them starting employment.

We must assess the eligibility of an individual’s right to work in the UK by verifying specified documents or combinations of documents.

No assumption will be made about your right to work or immigration status on the basis of your colour, race, nationality, ethnic or national origins, or the length of time you have been in the UK.

To avoid discrimination we will treat all job candidates in the same way at each stage of the recruitment process and undertake document checks on every prospective employee.

2.1 Right to work documents

To confirm that an applicant has the legal right to work in the UK, employers must see one of the documents or a combination of documents as specified in List A, or one of the documents or combinations of documents, specified in List B. No other documents or combinations of documents are acceptable.

If a document or combination of documents is provided from List A, there is no need to ask for documents from List B.

All documents which contain an expiry date, must be valid, current and original. The only exception to the valid and current rule is where the applicant is a British citizen, a citizen of the UK and Colonies having the right of abode, a national of an European Economic Area (EEA) country or Switzerland, or their family members with permanent residence in the UK where they present an expired passport.

List A

Employers must see one original form of evidence from the single acceptable documents list or a combination of documents as specified in this list. If the individual cannot provide documents from this list, then documents from List B will be required.
List A – Single acceptable documents
A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK

- A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland

- A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland

- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland

- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK

- A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.

List A – Acceptable document combinations
The documents listed below can be accepted where produced with an official document giving the individual’s permanent national insurance (NI) number and name. This could be a P45, P60, National Insurance Card, or a letter from a Government agency or previous employer.

- A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK

- A full birth or adoption certificate issued in the UK, which includes the name(s) of at least one of the holder’s parents or adoptive parents

- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland

- A certificate of registration or naturalisation as a British citizen.
List B (Group 1) – Documents where a time-limited statutory excuse lasts until the expiry date of leave

Documents are only required from this list if the individual cannot provide a document or combination of documents from List A.

List B (Group 1) – Single acceptable documents

- A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question

- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question

- A current Residence card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland.

List B (Group 1) – Acceptable document combinations

The following documentation may only be accepted where it is presented together with an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or previous employer.

- A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question.

List B (Group 2) – Documents where a time-limited statutory excuse lasts for six months

- A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.
List B (Group 2) – Acceptable document combinations
The following document may only be accepted where a Positive Verification Notice can be obtained from the Home Office Employer Checking Service.

- An application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question

- A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than six months old.

Lists A and B were correct at the time of publishing but are subject to change. Always check the Home Office website before proceeding with document verification checks.

*The Home Office provides an employer checking service for verifying an individual’s right to work in the UK, further information about the service can be found at: www.gov.uk/check-an-employees-right-to-work-documents
3. Registration and Qualification Checks
The purpose of registration and qualification checks is to ensure that a prospective employee is recognised by the appropriate regulatory body and that they have the right qualifications to do the job.

3.1 What registration information we will ask for in every case
As NHS employers, before we appoint any health professional we must always check the following three areas:

- That the candidate 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 candidate has investigations against them about their fitness to practise that the regulatory body has a duty to disclose.

3.2 What qualifications information we will ask for in every case
Qualification checks verify the information about educational or professional qualifications that a prospective employee provides on their application form.

For non-health professionals, qualifications that form part of the requirements for a position will be checked.

4. Employment History and Reference Checks
Previous employment history must be checked before we can make an unconditional offer of employment. References provide us with a track record of a prospective employee’s current and previous employment / training history. References and application forms will be cross-checked as part of this process.

Please note: it is our policy to request references for Consultant posts who are shortlisted for interview, unless instructed otherwise. Please note that references will not be used as part of the selection process at interview. References will only be requested with your consent, as indicated on your application form.

4.1 We will check a minimum of 3 years employment and or training
Where an individual has been with one employer for three years or more, one confirmation of employment / training is sufficient, provided that all requested details have been confirmed by the previous employer. Where a prospective employee has changed employment frequently within the last three years, a sufficient number of confirmations must be obtained to cover the continuous three years history.

It is to be expected that not every candidate who is offered a post will have a seamless 3 year employment history. If, a candidate has declared a period of unemployment, we need to verify the details of any benefit claimed during this time (Job Seekers Allowance / Income Support etc.). The candidate will be required to provide details of the benefit being claimed, the job centre where they were registered and how long they were claiming for.
For candidates who have not been in employment for a considerable amount of time but have had previous employment, then we will require one reference from the last known employer and a character reference from a person of some standing within the community i.e. doctor, solicitor, MP, school teacher etc.

Where the candidate has been self-employed, evidence will be obtained (for example, from HM Revenue & Customs, bankers, accountants, solicitors, client references, etc.) to confirm that the individual’s business was properly conducted and the candidate’s involvement in the business was terminated satisfactorily.

For those candidates who have been in full-time education in the last five years, a reference will be requested from the relevant college, university or school.

For those candidates who have served in the Armed Forces or Civil Service during the previous three years, references will be sought from the relevant service or department.

For those candidates, who have been overseas for a single spell of time of three months or more, or a cumulative total of six months or more, a relevant reference from overseas will be required. Acceptable documentation includes:

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

4.2 Who is a suitable character referee?

Where it is not possible to obtain any employment reference at all then we will require two character references, each from a person of some standing within the community i.e. doctor, solicitor, MP, school teacher etc.

- A suitable referee is defined as a person of some standing within the community i.e. someone with a professional background, such as:
  - Accountant
  - Bank / Building Society Manager
  - Barrister
  - Chairman / Director / Manager of a limited company
  - Chiropodist
  - Commissioner of oaths
  - Councillor (local or county)
  - Civil servant (permanent)
  - Dentist
  - Director / Manager of a VAT registered Charity
  - Director / Manager of a VAT registered company
  - Engineer (with professional qualifications)
  - Financial Services Intermediary (e.g. stockbroker, Insurance Broker)
  - Fire Service Official
  - Funeral Director
• Insurance Agent (full time) of a recognised company
• Journalist
• Justice of the Peace
• Legal Secretary (fellow or associate member of the Institute of Legal Secretaries and PAs)
• Licensee of a Public House
• Local Government Officer
• Manager/personnel officer (of a limited company)
• Member, Associate or Fellow of a professional body
• Member of Parliament
• Merchant Navy Officer
• Minister of a recognised religion (including Christian Science)
• Nurse (RGN and RMN)
• Officer of the Armed Services (active or retired)
• Optician
• Paralegal (Certified Paralegal, qualified Paralegal or associate member of the Institute of Paralegals)
• Person with honours (e.g. OBE or MBE)
• Pharmacist
• Photographer (professional)
• Police Officer
• Post Office official
• President/secretary of a recognised organisation
• Salvation Army Officer
• Social Worker
• Solicitor
• Surveyor
• Teacher / Lecturer
• Trade Union Officer
• Travel Agent (Qualified)
• Valuer or auctioneer (Fellows and associate members of the incorporated society)
• Warrant Officers and Chief Petty Officers.
5. Criminal Record Checks and Model Declaration Forms

The primary role of the Disclosure and Barring Service (DBS) formerly known as a ‘CRB’, is to help employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups including children.

The DBS was established under the Protection of Freedoms Act 2012 and merges the functions that were previously carried out by the Independent Safeguarding Authority (ISA) and the Criminal Records Bureau (CRB).

The Disclosure and Barring Service searches police records and in relevant cases barred list information and then issues a certificate to both the candidate and employer. This will help the employer to make an informed recruitment decision.

If you are required to undergo a DBS Check this will have been stated in the job advert and will also be explained to you in your Offer Letter. The letter will also state that the offer of employment is subject to a satisfactory disclosure. Candidates are required to contact us to arrange an appointment to complete their DBS disclosure and produce the required ID to be validated by the Recruitment Administrator.

Once you have attended your DBS appointment, your completed on-line application form is sent electronically to the DBS.

The DBS provides two levels of disclosure; standard and enhanced. Information obtained through disclosures can help us to make an informed decision on whether or not to appoint a prospective employee. The decision rests with the employer as to whether to employ a person whose DBS disclosure reveals a conviction or other information. A person’s criminal record will be carefully considered in the light of all the relevant circumstances and judged on a case-by-case basis.

Possession of a criminal conviction does not automatically make a candidate unsuitable for employment within the NHS. However, the DBS now holds the power to bar people who have committed serious offences from working or engaging in regulated activity with children and/or vulnerable adults.

Not all NHS staff will require a DBS check, but such checks are mandatory for all staff who work in regulated and controlled activities and who have contact with and/or vulnerable adults.

5.1 Levels and eligibility of disclosures

There are two levels of DBS checks currently available for exempt positions, these are Standard and Enhanced.

Standard disclosures

Standard disclosures contain details of both spent (old) and unspent (current) convictions, including cautions, reprimands and final warnings held on the Police National Computer (PCN).
Enhanced disclosures
An enhanced disclosure contains the same information as a standard disclosure but also includes any non-conviction information held by local police, where they consider it to be relevant to the post.

5.2 Rehabilitation of Offenders Act (1974)
The Rehabilitation of Offenders Act provides for anyone who has been convicted of a criminal offence, and has been sentenced to less than two-and-a-half years in prison, to be regarded as rehabilitated after a specified period of time where no further convictions have been committed.

A rehabilitation period may vary from six months to 10 years from the date of conviction. During this period the conviction is regarded as ‘unspent’ (current) and an individual is required to disclose this information to any prospective employer, or their current employer if the offence takes place during their term of employment.

Once this period of rehabilitation has passed, the conviction is regarded as ‘spent’ (old). In normal circumstances the convicted person does not have to reveal any ‘spent’ convictions to a prospective employer when applying for a job. However, in order to protect vulnerable groups, some professions and roles within the health and social care sector are exempt from this approach under the Exceptions Order. In the case of these professions and roles, employers are entitled to know about all previous criminal record information whether spent or unspent (including reprimands, cautions, final warnings) and to take this information into account when assessing an individual’s suitability for the post.

5.3 The DBS Code of Practice
As a registered employer with the Disclosure and Barring Service we observe the CRB Disclosure Code of Practice when using disclosure information. The code is designed to ensure that any information released will be used fairly, and handled and stored appropriately. In particular, we are required to:

- Treat all candidates fairly and without discrimination
- Ensure that all candidates for eligible positions are notified in advance of the requirement for a disclosure
- Have a written policy on the recruitment of ex-offenders that can be given to all candidates where disclosure information will be requested
- Have a written policy on the correct handling and safe keeping of criminal record information
- Ensure that criminal record information is only supplied for the purpose of a recruitment (or other relevant) decision
- Discuss the content of the disclosure certificate with the candidate before withdrawing any offer of employment
- Ensure that we comply with CRB guidance on the portability of disclosures and their contents.

Disclosure information will not be retained for any longer than is necessary. Once a recruitment decision has been made, it will be kept for a period of six months from appointment, and six months where the candidate has been unsuccessful, to allow for the consideration and resolution of any disputes or complaints.
Once the retention period has elapsed, disclosure information will be destroyed by secure means (i.e. shredding).

5.4 The use of DBS disclosures
The DBS will reveal if the individual has a criminal record, including details of convictions, cautions, reprimands or warnings.

A disclosure will usually only provide the basic facts such as the name and date of offence(s) and, if applicable, details of any sentence(s). It will not put them into context. When considering disclosure information we will assess:

- The nature of the offence
- The age at which it was committed
- It’s relevance to the position being applied for
- Whether the candidate has a pattern of offending behaviour
- Whether the candidate’s circumstances have changed since the offending behaviour
- The circumstances surrounding the offending behaviour and the explanation offered by the convicted individual
- Any legal or regulatory requirements
- The length and type of sentence issued.

Enhanced disclosures also provide the means to check if an individual has been barred by the ISA from working with children and/or vulnerable adults, the reasons for that barring and any restrictions.

Any offer of employment may be withdrawn if a candidate knowingly withholds information, or provides false or misleading information.

5.5 Acceptable DBS documentation
If the candidate has satisfied Route One, then the document check is complete. If the candidate cannot produce a Group 1 document then go to Route Two.

Route 1
The candidate must produce:

- 1 document from Group 1 (refer to list of Valid Identity Documents below)

and:

- 2 further documents from Group 1, 2a or 2b; one of which must verify their current address.

Please note: for EEA Nationals (Non-UK) – where an EEA National has been resident in the UK for five years or less, the Registered Body should validate identity via Route One through the checking of a Current Passport or Current UK Driving Licence (photo card only) plus 2 further documents.
Please note: for Non-EEA Nationals – all Non-EEA Nationals should be validated via Route One only. Where we have been unable to validate the candidate’s identity successfully, we may consider proceeding to Route Three.

If the candidate fails to produce the required document set at Route Three, they will need to be sent for fingerprinting by the Police which is likely to cause delay to the DBS application process and subsequently the recruitment process.

5.6 List of valid identity documents

**Group 1 – Primary trusted identity credentials**
- Current valid Passport
- Biometric Residence Permit (UK)
- Current Driving Licence (UK) (Full or provisional) Isle of Man / Channel Islands; photo card only (a photo card is only valid if the individual presents it with the associated counterpart licence; except Jersey)
- Birth Certificate (UK and Channel Islands) issued at the time of birth; full or short form is acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces (photocopies are not acceptable).

**Group 2a – Trusted government / state issued documents**
- Current UK Driving Licence (old style paper version).

**Route 2**
The candidate must produce 3 documents from **Group 2** comprising of:

- 1 document from Group 2a

  and

- 2 further documents from Group 2a or 2b; one of which must verify their current address

  and

- In addition to the Group 2 documents, we will carry out an External ID Validation Check (refer to further information below) to establish the candidate’s name and living history footprint.
Route 3
The candidate must produce:

- Birth certificate (UK and Channel Islands) – (issued after the time of birth by the General Register Office/relevant authority i.e. Registrars – Photocopies are not acceptable)

and

4 further documents from Group 2 comprising of;
- 1 document from Group 2a

and

3 further documents from Group 2a or 2b, one of which must verify their current address:

- Current Non-UK Photo Driving Licence (valid for up to 12 months from the date the candidate entered the UK)
- Birth Certificate (UK and Channel Islands) - (issued after the time of birth by the General Register Office/relevant authority i.e. Registrars – Photocopies are not acceptable)
- Marriage/Civil Partnership Certificate (UK and Channel Islands)
- Adoption Certificate (UK and Channel Islands)
- HM Forces ID Card (UK)
- Fire Arms Licence (UK and Channel Islands and Isle of Man).

Group 2b – Financial / social history documents

- Mortgage Statement (UK or EEA)** – Non-EEA statements must not be accepted
- Bank / Building Society Statement (UK and Channel Islands or EEA)* – Non-EEA statements must not be accepted
- Bank / Building Society Account Opening Confirmation Letter (UK)
- Credit Card Statement (UK or EEA)* – Non-EEA statements must not be accepted
- Financial Statement** e.g. pension, endowment, ISA (UK)
- P45 / P60 Statement** (UK & Channel Islands)
- Council Tax Statement** (UK & Channel Islands)
- Work Permit / Visa (UK / UK Residence Permit) valid up to expiry date
- Letter of Sponsorship from future employment provider (Non-UK/Non-EEA only – valid only for candidates residing outside of the UK at time of application)
- Utility Bill (UK)* – Mobile telephone bills will not be accepted
- Benefit Statement* e.g. Child Allowance, Pension
- A document from Central / Local Government / Government Agency / Local Authority giving entitlement (UK & Channel Islands)* e.g. from the Department
for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, Social Security

- EU National ID Card
- Cards carrying the PASS accreditation logo (UK and Channel Islands).
- Letter from Head Teacher or College Principal (16/19 year olds in full time education – only used in exceptional circumstances when all other documents have been exhausted (UK)).

*All documents must be dated within the last three months, unless there is good reason for it not to be, for example where there is clear evidence that the individual was not living in the UK for three months or more. These documents must contain the name and address of the applicant.

**All documents must be dated within the last 12 months.

Not denoted means that the document can be more than 12 months old.

5.7 External ID validation checks
An External ID Validation Check is an alternative way of verifying the identity of a candidate. We will require a candidate’s consent prior to carrying out this check, so you will be asked to sign an Authorisation to Release Personal Information Form.

The candidates’ details will be provided to the Recruitment Team who will then compare the information provided against a range of independent, external data sources. The list of external data sources is subject to amendment, for the most up-to-date list please refer to the “ID Checking Guidance” on the website: https://www.gov.uk/disclosure-barring-service-check

5.8 Model declaration forms
Information obtained through the recruitment and selection stage is designed to prevent unsuitable people from gaining access to vulnerable groups whilst at the same time respecting Human Rights and privacy issues and complying with the requirements under the Data Protection Act 1998.

Where the position meets the criteria for a DBS disclosure (i.e. is a regulated activity) and involves contact with children or vulnerable adults, candidates will be asked to provide a self-declaration providing details of any criminal records as part of the application process. This should be obtained by issue of Model Declaration Form A.

Where the position does not meet the criteria for a DBS disclosure, but may still be regarded as a ‘position of trust’, employers may use Model Declaration Form B to ask for self-declaration information as part of the application process.

The information you provide to us is treated in exactly the same way as a DBS disclosure i.e. disclosure information is kept securely in lockable, non-portable storage containers, with access strictly controlled and limited to the persons who need access to this information in the course of their duties.
6. Occupational Health Checks

All candidates must have a pre-appointment health check, which adheres to equal opportunities legislation and good occupational health practice. Pre-appointment health checks are carried out to:

- Ensure that prospective staff are physically and psychologically capable of doing the work proposed, taking into account any current or previous illness
- Identify anyone likely to be at excess risk of developing work-related diseases from hazardous agents present in the workplace
- Ensure, as far as possible, that the prospective employee does not represent a risk to patients and that they will be doing work that is suitable and safe for them

Occupational health checks will be made once a job offer has been made, however any offer of appointment is conditional pending the successful completion of all pre-employment checks, including an occupational health check.

All candidates will be sent a Employment Health Screening Record, introducing the Occupational Health Service, candidates will also be issued with a Health Enquiry Form, which you will be required to complete and return. Depending upon the answers provided in the Health Enquiry Form you may be referred directly to an occupational health advisor and if it is considered necessary, an interview will be arranged to assess your fitness for the post and identify what reasonable adjustments, if necessary, can be put in place to ensure you are able undertake the role and responsibilities of the job being offered.

In addition risk assessments for each role will be carried out to manage the health and safety of staff (and others) effectively on the premises. Where a risk is identified a Baseline health questionnaire will be sent to the candidate for completion. This will be returned directly to the occupational health service.

Results of any occupational health check will be passed back to the recruiting manager who will then make a decision on employment based on this advice.

Under the Disability Discrimination Act 1995 the Trust will make reasonable adjustments for disabled job candidates or employees, when a policy, practice or a physical feature of their premises, places the disabled person at a substantial disadvantage.