



Pre-employment checks: The Essentials

This is a checklist which can be used by managers to help conduct a pre-employment check. Below are all of the different checks that could be required for a candidate. **If you sign any of the declarations below please upload this document to Your HR along with copies of the pre-employment check documents.**

Pre-employment checks are statutory and audit requirements. Managers should see the original documents. **Copies should be taken of all documentation, signed and dated.** For example, on each copy the manager should write: 'original seen and verified', sign, print your name and date the copy. This should be uploaded and attached to the candidate on Your HR. Please scan each pre-employment check document separately. **A start date should not be agreed prior to pre-employment checks being authorised by HR.**

Documents should be seen at interview stage and only uploaded to Your HR for the candidate(s) who have been issued a conditional offer.

| | | |
|--|--|--|
| Candidate Name | | |
| Type of Check | Completed <i>(Please tick or n/a if not applicable)</i> | |
| Eligibility to work in the UK | | |
| Proof of Address | | |
| Proof of Identity | | If check can't be completed, please sign below. |
| Manager declaration: I have verified the candidate's identity where possible; however they are unable to provide photographic proof. I am satisfied I have completed this check the best I can: Manager signature: | | |
| References | Ref 1: Ref 2: | |
| Personal Details / Work Health | | If an Occupational Health referral is required please see guidance on the intranet |
| Please see the information listed under Personal Details / Work Health, if you are already aware of any sickness history / declarations and do not require this check to be carried out please sign below. Manager signature: | | |
| DBS (NOTE: Do not take a copy of an individual's DBS certificate) | | If on the Update Service, please provide the following details: DBS Certificate number: DBS Issue Date: Type of check: (Please include any barred list checks that appear on the DBS Certificate eg: Enhanced with Children's Barred list) |
| Qualifications | | Please see the information under Qualifications. |
| Manager declaration: I am happy with the candidate's level of experience demonstrated at interview, therefore qualifications are not required. Manager signature: | | |
| Registrations | | If HCPC is required, please see the information listed under Registrations |
| Candidate Photo (used for ID badge) | | |

In the event of any queries please contact the Recruitment Team on 01926 748444, or submit your query via the [Hornbill Help Desk](#)





Eligibility to work in the UK

Documents required for this check:

- Passport
- Work permit
- Birth certificate AND proof of NI number. (We cannot accept NI cards)

The above documents should be in the candidate's legal name. Example: if the candidate has recently married and their passport is in their maiden name they will need to provide their marriage certificate.

Note: Eligibility isn't always required for internal candidates as it may already be present on their HRER file. Please contact HR for assistance with internal candidates.

Work Permits

In some cases the candidate will hold a work permit; this will need to be logged centrally in HR. If you have any queries of the candidate's eligibility to work in the UK please make this known to HR when uploading documents to Your HR.

UK VISAs and Immigration

The Points Based System (PBS) that has governed employers sponsorship of overseas nationals for 12 years is undergoing its biggest overhaul to date. The purpose is to incorporate European citizens into the PBS when Free Movement ends on 31 December 2020, and to modernise and streamline some aspects after more than a decade. Understandably, if you employ skilled migrants you may have concerns about the impact of the new rules while the government puts the final touches to its plans amid the uncertainties of Brexit and the pandemic. We are here to help so please do not hesitate to contact the Recruitment Team on 01926 73844, or submit your query via the [Hornbill Help Desk](#)



Proof of address

Documents required for this check:

- Driving licence
- Bank statement or utility bill posted to home address within the last 3 months
- Council Tax bill posted to the home address within the last 12 months

The above documents should be in the candidate's legal name. Example: if the candidate has recently married and their proof of address is in their maiden name they will need to provide their marriage certificate.

Note: Proof of address documents MUST be posted to the home address, not online print outs.



Proof of identity

Documents required for this check:

- Valid photo driving licence
- Passport
- Biometric residence permit

In some cases where the candidate does not hold a passport or driving licence they will not be able to provide photographic proof of their identity. If a candidate is unable to prove their identity and you are satisfied that you have completed the check as best you can then please sign the manager declaration



References

One reference must be from the current/most recent employer. The hiring manager must ensure the referee's email address is professional, not personal (ie. Do not request a reference from a Hotmail account).

Prior to requesting references you must ensure you have permission from the candidate to contact the referee for a reference. Please see the candidate's application form.

All references should be returned directly to the hiring manager, please make this clear to the referee.

References and Manager reference approval should be uploaded on Your HR. **For audit purposes please include the email trail in which you received the reference.**

References should be requested once a conditional offer has been made.

In the case of Children's safeguarding roles, the manager may request pre-interview references.

Note: When requesting references prior to a conditional offer being made you must ensure the request does not ask for any sickness information. Sickness information can be requested at a later date once a conditional offer has been made.

Please see guidance on the intranet for further details

Temp to perm

In cases of temp to permanent contracts (temporary staff from Pertemps), you will be required to request a reference from Pertemps as they were the candidate's most recent employer. It is then your discretion if you request any other references for the candidate. If you are happy to waive the outstanding reference please inform HR when returning the pre-employment documents.

Internal Candidates

Only one reference is required from their current line manager. If you are the current line manager, who wishes to waive the reference, please inform HR when returning the pre-employment check documents.



Personal Details / Work Health Declaration Form

The candidate will be required to complete a Work Health Declaration. If the candidate is external the declaration is included in the Personal Details Form which will be sent to the candidate directly once an offer has been made.

Note: the candidate may indicate they have continuous service from their current employer, if they do, please make this known to HR when uploading the copies of documents to Your HR.

If the candidate is staying within your line management and you are aware of any sickness/disability information for the candidate, you are able to waive this check. Please sign the manager declaration.

If a candidate has indicated they have high sickness it is at the manager's discretion as to whether an Occupational Health referral is completed. However if the candidate indicates that they have a disability then an Occupational Health referral must take place. Please see guidance on the intranet for further details.



DBS

The candidate will be provided the DBS details in their offer letter once they have been conditionally offered the post. It is then the manager's responsibility to enter the ID documents and complete section Y in eBulk. Please refer to your Job Requisition to clarify which level of check is required.

If you have any queries on how to complete this please contact the HR DBS team.

Update Service

The candidate may be signed up to the Update Service, if so you must see the original DBS certificate that relates to the Update Service. You should ensure the DBS is the correct level of check for the role offered.

Note: You MUST NOT take a copy of the DBS certificate but verify the level of check carried out and whether there are any traces present. If the candidate has a trace on their DBS, please contact the HR DBS team for further information.



Qualifications

The level of qualifications required will be listed in the Job Description and Person Specification.

Certificates provided must be the originals.

The above documents should be in the candidate's legal name. Example: if the candidate has married and their qualifications are in their maiden name they will need to provide their birth certificate.

In some cases the Job Description and Person Specification will state qualifications or experience. Therefore a manager is able to waive the requirement for qualifications, please sign the manager declaration.



Registrations

Registrations will be required for some job types, please see the Job Description and Person Specification.

SWE

You will be required to see proof of the candidate's SWE registration, ie. Their registration card. In addition you will need to check on the SWE website to see if there are any issues/concerns on the register.

Please check the register, take a screenshot and upload to Your HR along with other pre-employment check documents.

Reminder: Managers can also access the new eLearning module **WFW DP226 Pre-Employment Checks eLearning** for detailed guidance.