

Manager Quick Guide

Pre-Employment Checks

[Pre-employment checks](#) are an important part of the recruitment process and must be performed before a successful candidate starts in their new role. They are used to check information, provide evidence, comply with the law and safeguard the Council, its employees and customers. Additional information is available at [HR on the Intranet \(see Making an Appointment section\)](#).

Whenever a job is offered it must be done so conditionally, subject to the satisfactory completion of pre-employment checks

It is imperative that a start date is not confirmed at this offer stage. This gives the Council the right to remove the offer should any of the checks not be successfully completed.

The pre-employment checks required for all employees coming into the Council, include;

- **Two satisfactory references** - one must be the current or most recent employer. For some roles, e.g. those where the individual is working with children (Safeguarding References), the references should be requested before and considered at the interview. For safeguarding references to comply with section 60 of the Equality Act 2010, after a conditional offer is made you may contact the candidate's current/most recent employer(s) to confirm sickness absence history.

For specialist roles where there is a specific safeguarding need, the reference may need to be verbally verified by contacting the referee with this verbal verification noted on the application form or reference, signed by the person who conducted the verbal verification.

- **Evidence of Current Address** – A utility bill or bank statement sent to the applicant's address (this must be less than 3 months old). A Council Tax bill from the current year can also be used. Copy taken, sign and dated and uploaded to the employee's personal file.
- **Satisfactory medical clearance** - obtained through the use of a Work Health Declaration and Assessment (if necessary) (part of the [New Starter Form, see HR on the intranet](#))
- **Evidence of relevant qualifications, registrations and memberships** - verified electronically, or originals copied, signed and dated by the person receiving them to confirm their validity before being uploaded to the employee's personal file.
- **Eligibility to work in the UK** – a UK/EU Passport or other valid document (see [detailed guidance available here](#)). This should be copied, the copy signed by the person who confirms the validity and uploaded to the employee's personal file.
- **Satisfactory Disclosure and Barring (DBS) check** - where appropriate. Please note, a DBS check cannot be carried out more than 3 months in advance of the employee commencing employment.

Other conditions in relation to the offer of employment may be used where this is seen as appropriate e.g. valid driving licence.

Please note: employees moving internally also require pre-employment checks. Normally a reference from the current manager is sufficient, but depending on the nature of the new role, there may also be a need to undertake further checks e.g. DBS or verification of previous references.

Recruitment, Shire Hall, Market Place, Warwick, CV34 4RL.
Tel.: 01926 418 125, Email: recruitment@warwickshire.gov.uk