

REASON FOR LEAVING

NAME OF LAST SUPERVISOR AT THE

WHO REFERRED YOU TO THE

FREE REFERENCE



Your conditional offer, what happens next?

A pre-employment guide for candidates



This guide will provide valuable information about the process after receiving a conditional offer, from pre-employment checks to other additional information we require.

Pre-employment checks are an important part of the recruitment process as they allow us to check that the information you have given is accurate, whilst promoting 'Safer Recruitment' best practice which limits the risk to us and the public we serve.

As a result, whenever a position is offered to a successful candidate, it is done so conditionally and so is subject to pre-employment checks which include;

- Two satisfactory references
- Satisfactory medical clearance (work health assessment)
- Evidence of relevant qualifications, registrations and memberships
- Confirmation that the candidate is legally entitled to work in the UK
- Satisfactory check through Criminal Records Bureau (if appropriate)
- Any other conditions of offer of employment (if appropriate)

The checks that are underlined are required in all instances and we reserve the right to withdraw an offer at any stage if the criteria relating to the conditional offer is not made.

We are here to help

The Recruitment Centre can help to discuss your requirements as well as providing advice and guidance. If you require any assistance, please contact them on;

Recruitment Centre
Warwickshire County Council
Wedgnock House
Wedgnock Lane
Warwick CV34 5AP

Tel.: 0845 155 0987

Email: recruitment@warwickshire.gov.uk



References

References are the most used pre-employment check in the job market, and so forms part of our requirements. Candidates will have provided, or will be asked to provide, two referees with whom we will correspond to request a reference. This is normally done after the conditional offer is made.

One of these references must be the current or most recent employer, but the other can be a character reference. A character referee cannot be a family member or friend and must be someone who has knowledge of you and hold a position of responsibility e.g. Vicar. Where candidates come straight from education, then the most recent tutor will be the preferred referee.

Once returned, these are viewed by the recruiting manager who will make a judgement on whether they are satisfactory or not. If the manager determines a reference to be unsatisfactory, then they can choose to discuss this with the referee, the candidate, or can decide to withdraw the offer.

Where the position being applied for is one which will be required to work with children, then references will be required from the most recent employer along with any other previous employment that involved working with children. In addition, these references will have been sought prior to interview and passed to the interview panel for consideration.

Please note: further information on references can be found at;
www.warwickshire.gov.uk/jobs (click on 'how to apply')



Work Health Assessment

Our occupational health provider checks the health of potential employees to ensure they are 'fit' to undertake the work of the position they have been offered. This is done through a work health assessment.

The work health assessment is a form which is completed by the candidate and outlines whether or not there are any known medical or health conditions that may affect the candidate's ability to perform the job.

If any potential conditions are identified, the candidate must answer a series of questions to provide additional information on their health / medical history. This is then reviewed by our occupational health provider in order to identify any potential adjustments that may be required to ensure the candidate can take on, and successfully deliver the role they have applied for.

A work health assessment is required in every instance, but no personal health / medical details are ever released by our Occupational Health provider to the recruiting manager.

Please note: further information on Work Health Assessments can be found at; www.warwickshire.gov.uk/jobs (click on 'how to apply')



Qualifications, Registrations, & Memberships

Qualifications or proof of memberships are often required for a role, and will be identified in the person specification section of the Job Description, and through the recruitment process. Before a candidate can take on employment we will check, and take a copy, of any such evidence e.g. degree certificates, General Teaching Council (GTC) membership etc.

Candidates will normally be asked to provide evidence of their qualifications, registrations and memberships at interview. However, if this is not possible, the candidate can arrange to provide these when they are conditionally offered the role. At this stage the candidate will need to liaise with the Recruitment Centre or recruiting manager to agree a convenient venue and time to provide these.

Where there is the option for us to check and validate memberships electronically i.e. using registration websites, then this will be done. For example, this can be done for GTC registration.

If the candidate cannot provide any evidence, then this will be discussed with the recruiting manager, and in some cases the conditional offer may be withdrawn.

Please note: GTC registration is done by contacting the GTC on 0870 001 0308.



Eligibility to Work in the UK

All candidates must be entitled to work in the UK, and so either be a UK resident or have an appropriate permit or visa. The staff within the Recruitment Centre are trained to check the relevant documentation and new employees will be asked to show, or send, documentation to verify their status. A copy of this documentation will be placed on the candidate's file.

Standard documentary evidence includes; UK Passport, EU Passport or Identity Card, a foreign passport or other travel document endorsed to show that the holder is exempt from immigration control. Other documentation can be provided but this should be discussed with the Recruitment Centre or recruiting manager.

Where a candidate cannot provide evidence to demonstrate their eligibility to work in the UK then an offer may be withdrawn. However, Warwickshire County Council (along with some other organisations) is approved to sponsor work permits, and as such can potentially provide the relevant permissions to work (if this is appropriate for the individual and role). This can be discussed with the recruiting manager at any time but should be applied for before any formal offer is agreed.

Please note: further information on work permits can be found at;
www.bia.homeoffice.gov.uk/workingintheuk/workpermits



Criminal Records Bureau (CRB) Checks

Some roles involve contact with children or vulnerable adults, or are classified as 'regulated activity' by the Criminal Records Bureau. In these instances, a check must be performed on the prospective employee's criminal record, which is done through a Criminal Records Bureau (CRB) disclosure.

Where this is required, a candidate will be provided with a CRB Disclosure Form which must be completed in line with the associated guidance, and evidence must also be provided to support the disclosure application. Candidates will need to make an appointment with the Recruitment Centre or recruiting manager to show this evidence and also to check the completed CRB Disclosure Form.

Once the evidence and form are checked they will be issued to the CRB who will then process the application and confirm the outcome, which goes to the candidate first and then to ourselves. In most instances this will be sufficient, but should there be a 'trace' (e.g. an issue on their criminal record), then this will be discussed with the recruiting manager and the conditional offer can be withdrawn.

The process of obtaining a CRB disclosure can take between 2 to 6 weeks and in exceptional circumstances even longer. Incorrectly completed applications are automatically returned and can delay the ability for the candidate to take up their position, as a candidate would not normally start until the disclosure is received. In exceptional circumstances a candidate may begin before the outcome of the CRB disclosure is known, however this is subject to certain criteria.

Please note: further information on CRB checks can be found at;
www.warwickshire.gov.uk/crb or www.homeoffice.gov.uk



New Starter Details

Through the recruitment process a significant amount of personal information is collected on candidates. However, when being offered a role the successful candidate will be asked to provide additional personal details such as emergency contacts. This is collected through our New Starter Form.

Additional information may be required by your line manager or services e.g. to provide parking. However, you may also want to take the opportunity to discuss other arrangements to travel to work as there may be support on offer.

In addition to these personal details, the successful candidate will also be asked to complete a New Starter Form which will provide a range of information, such as bank and tax details, in order to ensure they are set up on the payroll and paid correctly. If the new employee has worked for us previously but is not a current employee, then they must still provide new details as we will not use previous information as this may have changed or be incorrect.

Please note: further information can be found at;
www.warwickshire.gov.uk/jobs (click on 'more guidance for applicants')



Pension Information

Employees will generally have the option of entering one of two main pension schemes. These are;

- **Teachers Pensions Scheme (for teaching staff)**
- **Local Government Pension Scheme or LGPS (for all other staff)**

Information is sent with the conditional offer of employment that outline the scheme applicable to the candidate and allow them to determine whether or not they wish to join the scheme. In every instance, where a pension scheme is applicable, a new employee will automatically be 'opted in' to a scheme unless they inform us that they wish to 'opt out'.

There will be many choices available to you where you are already a member of the pension scheme. In these instances you will need to ensure you read all the information available and contact the relevant pension scheme for more information should you require it.

The rules for each pension scheme are different, especially where employees have a second job or other roles. We advise all staff who are already a member of a pension scheme, or considering such a scheme, to contact the relevant pension administrators for guidance. More information can be found by visiting the relevant website.

Please note: for further information on each pension scheme, please visit their website at www.teacherspensions.co.uk (for teachers pensions) or www.direct.gov.uk (for the Local Government Pension Scheme)



| | |
|----------------------------|-----------------------------------|
| Publication Version & Date | 4.0, 30 th August 2011 |
| Review Date | 30 th August 2012 |
| Responsible Officer | Recruitment Manager |
| Telephone Number | 01926 73 8444 |