

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 and be subject to the satisfactory completion of pre-employment checks. 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 being the current or most recent employer, which should be sent to the Recruitment Centre to be placed on the employee's personal file. For some roles, e.g. those where the individual is working with children, the references should be requested before and considered at the interview. 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. Where the candidate has previously been employed with Warwickshire County Council, their personal file should be considered.
- **Satisfactory medical clearance** obtained through the use of a Work Health Assessment (part of the [New Starter Form, see HR on the intranet](#))
- **Evidence of relevant qualifications, registrations and memberships**, which are either verified electronically or copied and signed by the person receiving them to confirm their validity before being sent to HR to put onto the employee's personal file.
- **Confirmation of eligibility to work in the UK**, normally through the use of a passport or other valid document (see [specific guidance at HR on the intranet](#)). This should be copied, the copy signed by the person who confirms the validity and sent to the Recruitment Centre to be checked and put on the employee's personal file.
- **Satisfactory Criminal Records Bureau Check**, where appropriate, through the use of a CRB disclosure.

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 internal 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. CRB or verification of previous references.

Contact Us

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