

Your conditional offer, what happens next?

(A candidate guide to pre-employment checks)

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 Declaration and where necessary a Work Health Assessment)
- Evidence of relevant qualifications, registrations and memberships
- Confirmation that the candidate is legally entitled to work in the UK
- Evidence of your current address
- Satisfactory check through the Disclosure & Barring Service (formerly known as the Criminal Records Bureau) if necessary.
- Driving Licence
- 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 conditions of the offer are not deemed satisfactory.

Based on the conditions outlined on the conditional offer, an appointment must be arranged with the Recruitment Centre or recruiting manager to provide this information / evidence. Please do not send original documents through the post as they may be lost.

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;
Resourcing Team, Shire Hall, Market Place, Warwick, CV34 4RL
Email: recruitment@warwickshire.gov.uk or Tel.: 01926 418125

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/education establishment will be the preferred referee instead of an employment reference.

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 and if necessary 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. To comply with section 60 of the Equality Act 2010, once a conditional offer is made your current or most recent employer(s) may be contacted to confirm your sickness absence history.

Please note; further information on references can be found at how to apply on our website, www.warwickshire.gov.uk/jobs

Medical Clearance

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 declaration and assessment (also known as a medical check).

The Work Health Declaration is a form which is completed by the candidate confirming sickness absence history over the past 2 years and outlining 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 complete a work health assessment answering 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 medical check 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 checks can be obtained by discussing this with the Recruitment Service

Qualifications, Registrations and Membership

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 and placed on the candidates file.

Candidates will be asked to provide evidence of their qualifications, registrations and memberships once conditionally offered the role by liaising with either the Recruitment Centre or recruiting manager to agree a convenient date and time to show the original documentation. However it is sometimes possible for the hiring manager to request to see evidence of qualifications, registrations and memberships at interview.

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 HCPC 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.

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 by the UK Border Agency to check the relevant documentation and new employees will be asked to show original documentation to verify their status. A copy of this documentation will be placed on the candidate's file.

All Employers in the UK have a legal responsibility to ensure that they take the necessary action to ensure their employees are eligible to work. 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.

For a list of the documentation accepted to verify right to work in the UK, please refer to the Immigration and Asylum Guide.

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 for migrant workers in relation to working in the UK can be found at <http://www.bia.homeoffice.gov.uk/visas-immigration/working/>

Proof of Current Address & ID

All candidates must provide proof of current address & ID. New employees will be asked to show documentation to verify proof of current address & ID. A copy of this documentation will be placed on the candidate's file.

In order to safeguard the organisation it is essential to establish the true identity of all prospective employees through the examination of a range of documents.

Standard documentary evidence accepted for proof of current address is; recent utility bill, bank/building society statement or benefit statement (should be less than 3 months old and this does not include a mobile telephone statement) Or a Council Tax statement, P45/P60 statement, Mortgage statement or a Financial statement e.g pension, endowment, ISA which is less than 12 months old.

Standard documentary evidence accepted for proof of ID is; current and valid passport, biometric residence permit, current driving licence photo card.

Where a candidate cannot provide proof of current address and ID then this will be discussed with the recruiting manager and the offer may be withdrawn.

Disclosure & Barring Check

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

Where this is required, a candidate will be given a link to access an online Disclosure & Barring Service (DBS) application form, which must be completed in line with the associated guidance, and

documentary evidence must also be provided to support the application. Candidates will need to make an appointment with the Recruitment Centre or Recruiting Manager to show this evidence.

Once the evidence and the online form have been checked, the application will be issued to the DBS who will then process the application and confirm the outcome. From 12 June 2013 only the applicant will receive a copy of the completed DBS Disclosure and must produce this to the Recruitment Centre or hiring manager. 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 may be withdrawn.

The process of obtaining a DBS disclosure can take between 1 day and 6 weeks and in exceptional circumstances even longer. In exceptional circumstances a candidate may begin work before the outcome of the DBS disclosure is known, however this is subject to certain criteria.

Update Service

The Disclosure and Barring (DBS) Update Service lets applicants keep their DBS certificates up to date online and allows employers to carry out a status check on an individual's certificate.

Individuals can join the DBS Update Service at the point a new DBS application is made, enabling future status checks to be carried out by employers to confirm that no new information has been added to the certificate since its issue. The individual will be required to show their original certificate to the employer. This allows for portability of a certificate across employers. For more information please see; <https://www.gov.uk/dbs-update-service>.

Please note; further information on DBS checks can be found at; www.warwickshire.gov.uk/dbs or <https://www.gov.uk/disclosure-barring-service-check/overview>

Prohibition Order Check (Teaching Post's only)

A Prohibition Order Check ensures a teacher is not prohibited from teaching. A person who is prohibited from teaching cannot be appointed to work as a teacher in such a setting and consequently the offer will be withdrawn.

The requirement to complete a Prohibition Order Check has been statutory since 3 April 2014 but there is no requirement to retrospectively check teachers who commenced their current employment prior to that date.

The National College for Teaching and Leadership (NCTL) maintains the database of all teachers eligible to teach in the maintained sector in England. The database is called the Employer Access Service. It **replaces** the database previously managed by the GTCE which listed any teacher who may have been the subject of a suspension or conditional order and confirmed that a teacher had Qualified Teacher Status and had completed their induction.

A Prohibition Order Check is carried out by using the Employer Access Online Service and a copy of the results will be placed on the candidate's personal file.

Please note; further information on Prohibition Order Checks can be found at; <https://www.gov.uk/guidance/teacher-status-checks-information-for-employers>

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 e.g. to provide parking permits. 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')

Employees will generally have the option of entering one of two main pension schemes. These are; Teachers Pensions Scheme (for teaching staff) or 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'. If you are an existing member and wish to remain in the scheme you are still required to complete a membership form.

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.

For those in the teachers' pension who are returning to work after age or premature retirement (not on grounds of ill-health) then you will have been sent a certificate with your retirement award papers which informed you of the amount you can earn with your pension being affected (sometimes called 'salary of reference'). Please complete Part A of the certificate and return it to us as soon as supply work has been undertaken. We will submit it to Teachers Pensions who, having noted the details will return it to you.

Teachers Pensions will also send you a form giving you the option to rejoin the TPS to build up reckonable service for a second pension. If you do not receive the form but are interested in making an election as a retired teacher please contact WES HR Admin.

For those in the teachers' pension scheme Returning to work after retirement on the grounds of ill-health then you must notify Teachers Pensions in writing of all teaching and non-teaching employment as this may affect your entitlement to continue to receive the pension. We must also be satisfied that you are fit to teach in the capacity required.

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)