

## Pre-engagement Checks:

**Managers will not need to take any further action in relation to checks for any staff used via the contracted agency.**

For all Consultants, Interims and Temporary Workers **not** used via the contracted agency you must undertake appropriate pre-employment checks or satisfy yourselves that the employing organisation of the worker has completed all of the necessary pre-employment checks to a satisfactory standard. Pre-engagement checks involve obtaining and evaluating information, as listed below, to establish whether an individual is suitable for the work s/he has been offered:

1. Proof of identity
2. Evidence that s/he has the legal right to work in the United Kingdom
3. References about past performance, conduct and sickness absence
4. Information about any convictions, cautions, reprimands or final warnings that s/he has or any court cases that are pending
5. Evidence of professional qualification/s and registration (as necessary)
6. Ensure appropriate insurances are in place.
7. Proof of completion of Disclosure and Barring checks (where the worker will be working with children or vulnerable adults).
8. Confidentiality Agreement (for use, for example, where the job provides access to information defined in the Data Protection Act as 'sensitive')
9. Baseline security screening 'govconnect'

<https://www.gov.uk/government/publications/government-baseline-personnel-security-standard>  
[https://warwickshirehr.formstack.com/forms/gov\\_connect](https://warwickshirehr.formstack.com/forms/gov_connect)

For any staff being paid through the payroll, managers will need to confirm all appropriate employment checks have been completed before they are used and can be paid at the following link.

[https://warwickshirehr.formstack.com/forms/new\\_appointment\\_form](https://warwickshirehr.formstack.com/forms/new_appointment_form)