

Appendix 11 – Pre-Employment Checks

In the first instance, offers of employment should be restricted to conditional offers only. Unconditional offers can only be made when all pre-employment checks have been satisfactorily undertaken. Any offer of employment in the Trust will be subject to references which are satisfactory to the Trust.

The Trust is required to carry out a number of checks on applicants for positions within the organisation before any formal offer of employment can be made. This includes both prospective employees and staff in on-going NHS employment who may apply for new posts / promotion.

A set of **mandatory** standards has been developed for use across the whole of the NHS and which make up the '**NHS Employment Check Standards**'. These apply to permanent staff, staff on fixed term contracts, temporary staff, volunteers, students, trainees, contractors and staff supplied by an agency.

The NHS check standards are as follows:-

1. Verification of Identity Checks - to be checked at interview

Guidance available at:

<http://www.nhsemployers.org/Aboutus/Publications/Documents/Verification%20of%20identity%20checks.pdf>

2. Right to Work Checks – to be checked at interview

Guidance available at:

<http://www.nhsemployers.org/Aboutus/Publications/Documents/Right%20to%20work%20checks.pdf>

Should be read in conjunction with the Border Agency Guidance 'Prevention of Illegal Working'
Available at:

<https://www.gov.uk/government/collections/employers-illegal-working-penalties>

3. Registration and Qualification Checks - to be checked prior to interview

Guidance Available at:

<http://www.nhsemployers.org/~media/Employers/Publications/Professional%20registration%20and%20qualification%20checks%2022%20July%202013.pdf>

4. Criminal Record Checks

Guidance Available at:

<http://www.nhsemployers.org/~media/Employers/Publications/Criminal%20record%20and%20barri ng%20checks%2025%20July%202013.pdf>

5. Employment History and Reference Checks

Guidance available at:

<http://www.nhsemployers.org/your-workforce/recruit/employment-checks/nhs-employment-check-standards/employment-history-and-reference-checks>

Reference Requests

The Trust has a standard reference request form (Appendix 9) which should be used for all reference requests. These, ideally, should be sent out at least 10 days in advance of the interview date to ensure that a response is received in time. When sending the reference request you will also need to include the job description and person specification. If a candidate has asked that a referee should not be contacted prior to interview the Appointing Manager will need to follow it up after interview, contacting the applicant to check if it is now in order to do check if they can contact the referee.

It should be made clear to prospective employees that any offer of appointment may subsequently be withdrawn if they knowingly withhold information, or provide false or misleading information. **HR colleagues can advise on dealing with the withdrawal of conditional offers of employment as necessary.**

6. Occupational Health

Guidance available at:

<http://www.nhsemployers.org/your-workforce/retain-and-improve/staff-experience/health-work-and-wellbeing/protecting-staff-and-preventing-ill-health/occupational-health>