

# A Candidate's Guide To NHS Employment Check Standards



We are here for you



## Introduction

### What are NHS Employment Checks?

The NHS Employment Check Standards outline the mandatory checks Nottingham University Hospitals NHS Trust must carry out in the appointment, and ongoing employment, of all individuals.

The NHS Employment Check Standards include those checks that are required by law, those that are Department of Health policy and those that are required for access to the NHS Care Record Service.

These standards apply to permanent staff, staff on fixed-term contracts, temporary staff, volunteers, students, trainees, contractors and highly mobile staff employed through an agency.

The six areas that make up the NHS Employment Check Standards are:

1. Verification of identity checks
2. Right to work checks
3. Registration and qualification checks
4. Employment history and reference checks
5. Criminal record checks
6. Occupational health checks

This document provides an explanation of what these checks involve and what they mean for you. If you would like any further information regarding the checks that we will undertake in support of your employment application, please contact the Recruitment Team on 0115 9691169 ext 55696 or by email to [recruitment@nuh.nhs.uk](mailto:recruitment@nuh.nhs.uk).



## 1. Verification of Identity

Identity verification is the most fundamental of all pre-employment checks. It will be the first check performed and an application will not be able to progress until we are satisfied that a person's identity is proven.

Verification of identity checks are designed to:

- determine that the identity is genuine and relates to a real person
- establish that the individual owns and is rightfully using that identity

You must provide acceptable documents containing your photograph, such as a passport or UK driving licence, and acceptable documents providing your current address.

Your identity will be checked by HR staff prior to your interview. Details of the time and location will be included in the invite to interview email and can also be viewed via the Candidate Portal on the trust website. HR staff will examine and take copies of the personal documentation you supply. If successful, your identity will also be verified by the Hiring Manager when you start work.

### Which documents do I need to bring?

Some documents are more reliable than others and only certain documents, in certain combinations, are acceptable for verification of identity.

You will need to provide either of these combinations:

- **two** forms of photographic personal identification and **one** document confirming your address
- **one** form of photographic personal identification and **two** documents confirming your address

If you are unable to supply the required photographic personal identification documents, you will need to provide:

- **two** forms of non-photographic personal identification, **two** documents confirming your address and a **passport-sized photograph** of yourself, endorsed on the back with the signature of a 'person of standing'.

**A list of acceptable personal identification documents can be found in Section 7a of this document.**

## 2. Right to Work

Changes to the Immigration, Asylum and Nationality Act (2006), which came into effect on 29 February 2008, introduced a tough new criminal offence for employers who knowingly employ illegal migrant workers and a continuing responsibility for employers of migrant workers to check their ongoing entitlement to work in the UK.

Nottingham University Hospitals NHS Trust risks breaking the law if we do not check all prospective employees have the entitlement to work in the UK.

Your right to work will be checked by HR staff prior to your interview. Please ensure that you bring with you the appropriate documentation. Details of the time and location will be included in the invite to interview email and can also be viewed via the Candidate Portal on the trust website. HR staff will examine and take copies of the documentation you supply.

We must assess the eligibility of your right to work in the UK by verifying the documents or combinations of documents specified in List A or one of the documents or combinations of documents specified in List B. These lists can be found in Section 7b of this document.

The documents must show that you are entitled to do the type of work being offered. No other documents or combinations of documents are acceptable and documents must be originals and not photocopies.

We cannot make assumptions about your right to work or immigration status on the basis of your colour, race, nationality, ethnic or national origins, or the length of time you have been in the UK. We treat all job applicants in the same way at each stage of the recruitment process and undertake document checks on every prospective employee.

### 3. Registration and Qualification Checks

The purpose of registration and qualification checks is to ensure that a prospective employee is recognised by the appropriate regulatory body and that they have the right qualifications to do the job.

Appointment to any position, where professional registration and/or qualifications is specified on the Person Specification, is conditional on a satisfactory registration check and qualification checks. Any information you disclose on your application will be checked.

Any offer of employment may be withdrawn if you knowingly withhold information or provide false or misleading information, and that employment may be terminated should any subsequent information come to light once you have been appointed.

#### Registration Checks

Professional regulation is intended to protect the public, making sure that those who practise a health profession are doing so safely. We are required to check the registration of health professionals with the relevant regulatory body.

Where a check has been made by the relevant regulatory body it should not be necessary to verify qualifications separately. We must have your consent and registration number in order to check the registration.

#### Qualifications Checks

Qualification checks verify the information about educational or professional qualifications that you provide on your application form. For non-health professionals, qualifications that form part of the requirements for the position you are applying for will be checked.

#### What we will ask for in every case

Your qualifications and professional registration will be checked by HR staff prior to your interview. Details of the time and location will be included in the invite to interview email and can also be viewed via the Candidate Portal on the trust website. You **must** bring with you your **original qualification certificates** (as specified in the person specification) and **proof of professional registration** (if applicable). HR staff will examine and take copies of the documentation you supply.

As NHS employers, before we appoint any health professional we must always check the following three areas:

- that the applicant is registered to carry out the proposed role

- whether the registration is subject to any current restrictions which might affect the duties proposed
- if the applicant has investigations against them about their fitness to practise that the regulatory body has a duty to disclose.

#### 4. Employment History and References

Previous employment history must be checked before we can make you a formal unconditional offer of employment. References and application forms will be crosschecked as part of this process.

**You must supply a valid work email address for each of your referees.** Please verify the contact details you supply and make your referees aware that we may contact them for a reference. Incorrect information will delay any future appointment. If you need to change the information supplied on your application form, let the HR team know or contact them on [recruitment@nuh.nhs.uk](mailto:recruitment@nuh.nhs.uk) quoting the vacancy reference.

Any offer of appointment may subsequently be withdrawn if you knowingly withhold information, or provide false or misleading information.

References will only be requested with your consent and only once we have made you a conditional offer after interview.

#### What we will do in every case

- Check at least three years of previous employment and/or training. Where possible, we will check a period that covers two separate employers, one of which will be your current or most recent employer
- Always obtain references in writing (via e-Recruitment system). Where necessary, we will contact referees by telephone if further clarification regarding supplied information is required.
- Make all reasonable efforts to check that referees are bona fide and references are genuine.

We will check that the organisation exists (using the telephone book/internet or business directories), and telephoning/or emailing the HR department to verify employment dates and information are correct.

For the purposes of checking employment history, references must provide details on dates of employment and the position held. We may also ask for details of duties that you carried out and on skills and personal qualities that might be deemed relevant in support of your application.

Any gaps in employment history will be carefully explored with you at interview.

## 5. Criminal Record Checks

The CRB provides two levels of disclosure – standard and enhanced. Enhanced checks are mandatory in this Trust for all staff who, as part of their appointment, will have regular contact with patients in the course of their normal duties.

Information obtained through disclosures helps us to make informed decisions on whether or not to appoint a prospective employee. The decision rests with us, as the employer, as to whether to employ a person whose CRB disclosure reveals a conviction or other information.

A person's criminal record will be considered in the light of all the relevant circumstances and judged on a case-by-case basis. Possession of a criminal conviction does not automatically make an applicant unsuitable for employment at this Trust but some offences (e.g. involving violence or sexual abuse) will preclude an applicant from having access to patients.

As a registered employer with the Criminal Records Bureau we observe the CRB Disclosure Code of Practice when using disclosure information. The code is designed to ensure that any information released will be used fairly, and handled and stored appropriately.

In particular, we are required to:

- treat all applicants fairly and without discrimination
- have a written policy on the recruitment of ex-offenders that can be given to all applicants where disclosure information will be requested
- have a written policy on the correct handling and safe keeping of disclosure information
- ensure that criminal record information is only supplied for the purpose of a recruitment (or other relevant) decision.

Disclosure information will not be retained for any longer than is necessary. Once a recruitment decision has been made, the certificate number will be recorded on the Trust's electronic management system and the disclosure information will be destroyed by secure means (i.e. shredding).

A disclosure will usually only provide the basic facts such as the name and date of offence(s) and, if applicable, details of any sentence(s). It will not put them into context. When considering disclosure information we will assess:

- the nature of the offence and its relevance to the post in question
- the age at which it was committed

- whether the applicant has a pattern of offending behaviour
- whether the applicant's circumstances have changed since the offending behaviour
- the circumstances surrounding the offending behaviour and the explanation offered by the convicted individual.

The suitability for employment of a person with a criminal record will vary, depending on the nature of the position. An assessment of an applicant's skills, experience and conviction circumstances will be weighed up against the level of risk, or the opportunity to cause harm or damage, in that position.

The trust uses an electronic system to process all CRB disclosure applications.

If you are successful at interview and the position you applied for requires a CRB disclosure, you will be sent an email asking you to complete a CRB application electronically. You must complete the information fully. Once you have submitted the application, HR staff will verify the application using the documentation supplied prior to your interview and submit it to CRB.

Full instructions on how to complete the application are provided on-line.

## 6. Occupational Health Checks

An occupational health check will be carried by Nottingham University Hospitals NHS Trust staff only when a conditional offer of employment has been made.

All checks will take into account the requirements of the Disability Discrimination Act 1995 (DDA) and reasonable adjustments will be made to ensure that people can work in the Trust regardless of physical impairment or learning disabilities.

## 7. Acceptable Documentation

### 7a. Verification of Identity

<b>Acceptable photographic personal identification</b>
Current UK (Channel Islands, Isle of Man or Irish) passport
Current EU passport
Current non-EU national passport, containing UK stamps
Visa or a UK residence permit showing the immigration status of the holder in the UK
Current UK photo-card driving licence
Current EU, or other nationalities, photo-card driving licence (providing that the person checking is confident that it is bona fide)
National ID card and/or other valid documentation relating to immigration status and permission to work
<b><i>Any document that is not listed above (i.e. an organisational ID card) is not acceptable</i></b>

<b>Acceptable confirmation of address documents include</b>
Recent utility bill (gas, electricity or phone) or a certificate from a supplier of utilities confirming the arrangement to pay for the services on pre-payment terms (Mobile telephone bills <b>should not</b> be accepted as they can be sent to different addresses) (Utility bills in joint names are permissible)*
Local authority tax bill valid for the current year*
Current UK photo-card or old-style driving licence (if not already presented as a personal ID document)
Bank, building society or credit union statement or passbook containing current address <b>within the last 3 months</b>
Most recent mortgage statement from a recognised lender*
Current local council rent card or tenancy agreement*
Current benefit book or card or original notification letter from Department of Work and Pensions (DWP) confirming the rights to benefit
Confirmation from an electoral register search that a person of that name lives at the claimed address*
Court order*
<b><i>* The date on these documents should be within the last six months (unless there is a good reason for it not to be, e.g., clear evidence that you were not living in the UK for six months or more) and they must contain your name and address.</i></b>

<b>Acceptable non-photographic proof of personal identification documents include</b> <i>(these documents are only acceptable if you are unable to provide any of the requested forms of photographic ID evidence and must be supported by a passport-sized photograph of themselves, endorsed on the back with the signature of a 'person of standing' in their community who has known them for at least three years)</i>
Full UK birth certificate – issued within six weeks of birth
Current full driving licence (old version) – provisional driving licences are not acceptable
Residence permit issued by the Home Office to EU Nationals on inspection of own-country passport
Adoption certificate
Marriage/civil partnership certificate
Divorce or annulment papers

Police registration document
Certificate of employment in HM Forces
Current benefit book or card; or original notification letter from the Department of Work and Pensions (DWP) confirming legal right to benefit
Most recent tax notification from HM Revenue and Customs (formerly Inland Revenue)
Current firearms certificate
Application Registration Card (ARC) issued to people seeking asylum in the UK (or previously issued standard acknowledgement letters, SAL1 or SAL2 forms)
GV3 form issued to people who want to travel in the UK without valid travel documents
Home Office letter IS KOS EX or KOS EX2
Building industry sub-contractor's certificate issued by HM Revenue and Customs (formerly Inland Revenue).

When appointing someone who has recently left school or further education, in addition to photographic personal identification, the following three documents can be requested as sufficient proof of their identity:

Full UK birth certificate – issued within six weeks of birth
National Insurance (NI) number card or proof of issue of an NI number
Certificate of educational qualifications (certificates should be originals from the school/ university/awarding body).

*Please note: If supplying a photograph, it should be accompanied by a signed statement from that person indicating the period of time that the individual has been known to them and contain their name, address and telephone number.*

## 7b. Right to Work

To confirm that you have the legal right to work in the UK, you must provide the document/s specified in one of the points from either **List A** or **List B**. No other documents or combinations of documents are acceptable. If a document or combination of documents is provided from List A there is no need to provide documents from List B.

Documents must be originals and not photocopies

LIST A
A <b>passport</b> showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.
A <b>passport</b> or <b>national identity card</b> showing that the holder, or a person named in the passport as the child of the holder, is a national of the EEA or Switzerland
A <b>residence permit, registration certificate</b> or <b>document certifying or indicating permanent residence</b> , issued by the Home Office or the BIA to a national of an EEA country or Switzerland.
A <b>permanent residence card</b> issued by the Home Office or the BIA to the family member of a national of an EEA country or Switzerland.
A <b>Biometric Immigration Document</b> issued by the BIA to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom.
A <b>passport</b> or <b>other travel document</b> endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom or has no time limit on their stay in the United Kingdom.
An <b>Immigration Status Document</b> issued by the Home Office or the BIA to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
A <b>full birth certificate</b> issued in the United Kingdom which includes the name(s) of at least one of the holder's parents when produced in combination with an official document, issued by a Government agency or a previous employer, giving the person's permanent National Insurance Number and their name.
A <b>full adoption certificate</b> issued in the United Kingdom which includes the name(s) of at least one of the holder's adoptive parents when produced in combination with an official document, issued by a Government agency or a previous employer, giving the person's permanent National Insurance Number and their name.
A <b>birth certificate</b> issued in the Channel Islands, the Isle of Man or Ireland when produced in combination with an official document, issued by a Government agency or a previous employer, giving the person's permanent National Insurance Number and their name.
An <b>adoption certificate</b> issued in the Channel Islands, the Isle of Man or Ireland when produced in combination with an official document, issued by a Government agency or a previous employer, giving the person's permanent National Insurance Number and their name.
A <b>certificate of registration</b> or <b>naturalisation</b> as a British citizen when produced in combination with an official document, issued by a Government agency or a previous employer, giving the person's permanent National Insurance Number and their name.
A <b>letter</b> issued to the holder by the Home Office or the BIA indicating that the person named in it

<p>is allowed to stay indefinitely in the United Kingdom when produced in combination with an official document, issued by a Government agency or a previous employer, giving the person's permanent National Insurance Number and their name.</p>
<p><b><i>Employers must see the original document/s specified in one of the points from this list. If the individual cannot provide documents from this list, ask for documents from List B.</i></b></p>
<p><b>LIST B</b> (Only use this list if you cannot provide documents from List A)</p>
<p>A <b>passport</b> or <b>travel document</b> endorsed to show that the holder is allowed to stay in the United Kingdom and is allowed to do the type of work in question, provided that it does not require the issue of a work permit.</p>
<p>A <b>Biometric Immigration Document</b> issued by the BIA to the holder which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question.</p>
<p>A <b>work permit</b> or <b>other approval</b> to take employment issued by the Home Office or the BIA when produced in combination with either a passport or another travel document endorsed to show the holder is allowed to stay in the United Kingdom and is allowed to do the work in question, or a letter issued by the Home Office or the BIA to the holder or the employer or prospective employer confirming the same.</p>
<p>A <b>certificate of application</b> that is less than six months old issued by the Home Office or the BIA to, or for, a family member of a national of an EEA country or Switzerland stating that the holder is permitted to take employment, when produced in combination with evidence of verification by the BIA Employer Checking Service.</p>
<p>A <b>residence card</b> or document issued by the Home Office or the BIA to a family member of a national of an EEA country or Switzerland.</p>
<p>An <b>Application Registration Card</b> issued by the Home Office or the BIA stating that the holder is permitted to take employment, when produced in combination with evidence of verification by the BIA Employer Checking Service.</p>
<p>An <b>Immigration Status Document</b> issued to the holder by the Home Office or the BIA with an endorsement indicating that the person named in it can stay in the United Kingdom and is allowed to do the type of work in question when produced in combination with an official document, issued by a Government agency or a previous employer, giving the person's permanent National Insurance Number and their name.</p>
<p>A <b>letter</b> issued to the holder or the employer or prospective employer by the Home Office or the BIA, indicating that the person named in it can stay in the United Kingdom and is allowed to do the work in question when produced in combination with an official document, issued by a Government agency or a previous employer, giving the person's permanent National Insurance Number and their name.</p>