

Pre- Employment Checks Guidance

North East London Integrated Care Board (NEL ICB) carry out all pre-employment checks in line with the NHS Employment Check Standards. Pre-employment checking seeks to verify that an individual meets the preconditions of the role they are applying for. Prior to commencing employment the Recruitment Team will carry out 6 pre-employment checks, any offer of employment remains conditional until all 6 checks have been completed satisfactorily.

The 6 checks which apply are:

- Eligibility to work in the UK
- Occupational Health Clearance
- Disclosure and Barring Service (DBS) and overseas police clearance where appropriate.
- Identity Check
- References and employment history
- Professional Registration and Qualifications

Eligibility to Work in the UK

Candidates will be asked to produce evidence of their right to work in the UK. Guidance has been provided by the Home Office to outline the type and range of acceptable right to work documents.

For candidates who do not have the right to work in the UK NEL ICB will need to issue the individual

with an individual Certificate of Sponsorship. From the 1 January 2021, the UK introduced a new

Points-Based Immigration System which allows employers to recruit people to work in the UK in a specific job in an eligible occupation and applies to both:

- EU, EEA and Swiss citizens who arrived in the UK after **11pm on 31 December 2020**; and
- Non-EU, EEA and Swiss citizens who applied for entry clearance or permission to stay on or after **1 December 2020**

Occupational Health Clearance

NEL ICB has a responsibility for the health, safety and welfare of its workforce therefore any successful candidate will need to be declared 'fit' to work by an accredited Occupational Health Department prior to starting work with NEL ICB. They will complete a workplace health assessment at pre-employment stage to determine if they will be able to work in the prospective role. The purpose of a health assessment is to assess whether new employees:

- have a health condition or disability that requires adjustments in the workplace to enable them to undertake the post offered;
- or have a health condition or disability that requires restrictions to their role

Disclosure and Barring Service (DBS) and overseas police clearance where appropriate

The Disclosure and Barring Service is a government agency responsible for providing information to employers with regards to the past criminal record within the UK of an individual. The ICB is

required to evidence that all staff have had a DBS check at the appropriate level. The level of DBS check required will be determined by the post applied for. Where eligible the Recruitment Team will carry a DBS check and the applicant will need to present their original copy of the disclosure certificate.

Identity Check

The purpose of undertaking identity checks is to minimise the risk of employing or engaging a person in any activity within the NHS who is an illegal worker, or a person that is impersonating another. Verifying someone's identity is the most fundamental of all employment checks. In order to complete an identity check, NEL ICB will endeavour to verify that the person is who they say they are by seeing and reviewing original identity documents and validating the authenticity of the documentation obtained.

References and Employment History

The primary purpose of an employment history and reference check is to obtain information about an applicant's employment and/or training history in order to ascertain whether or not they are suitable for a particular position.

NEL ICB will obtain this verification by requesting references from the candidates current and previous employers in the specified referencing period. If an individual has been in education (and not employed) an educational reference can be obtained from their education provider. A statement explaining the reasons for any gaps should be submitted to the Recruitment Team. If they have not been in education or employment, the Recruiting Manager can accept a character reference.

Professional Registrations and Qualifications

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 role. For certain posts, registration with a professional organisation may be required, e.g. General Medical Council (GMC), The Nursing & Midwifery Council (NMC), Chartered Institute of Personnel and Development (CIPD), Chartered Management Institute (CMI)

NEL ICB is required to evidence the professional registration of all staff who are required to hold such registration for their post.

It is the responsibility of all individuals working in a post which requires registration with a Professional Body, to register with the appropriate body and to maintain their registration so that they have the authority to practice in this role. An individual must notify NEL ICB of any issues affecting their registration or restrictions placed upon their practice. In some cases, appointment to a post will be subject to the attainment of a qualification while in post. Where this is the case, an individual will need to provide evidence of their qualifications once received.