

GUIDANCE FOR APPLICANTS

Thank you for the interest you have shown in our vacancies. This guidance is to help you complete our application form. Please read it carefully before completing your application. In order to comply with the Trust's Equal Opportunities Policy, all applicants must complete an application form. Please note; we are unable to accept CV's.

Completing the Form

Our recruitment process is based on selecting the candidate who most closely fits the requirements set out in the Person Specification. The decision to shortlist you for interview will be based on the information you have provided on the form, therefore please:

- Complete all sections of the form. You must include a full employment history and account for any gaps.
- Pay particular attention to the Essential criteria for the post, shown in the Person Specification. It is essential that these details are contained in your application, as failure to do so may result in you not being short-listed for interview.

Within the section headed 'Supporting Information' you should

- Include why you are applying, together with your skills, experience and what you can bring to the post.

References

References must cover a minimum 3 year period of education, employment or training and we will require a minimum of two. They must be written and be from a line manager or tutor and when possible, be via email from a professional email address i.e. not yahoo, Hotmail etc.

- If you are or have been employed, the referees must include your current line manager who can comment on your work experience, competence, personal qualities and suitability for the post.
- If you have not been in employment please give the name of a responsible person(s) who can provide a reference. If you have been in education you may use your tutors.
- Personal / character references are used in exceptional circumstances. We cannot accept personal references from friends and relatives.

Please ensure that you give full contact details of your referees. Please include the professional e mail address for all referees.

If you are unable to provide us with suitable references please contact us to discuss, as failure to provide appropriate reference sources at this point may contribute to delays later in the recruitment process.

Equal Opportunities

The details in the Monitoring Information section of your application will be used for monitoring our recruitment process and will not be seen by the interview panel. The information you give will be treated in the strictest confidence.

To meet its commitment to promoting equality of opportunity, the Trust's policy is that individuals will be recruited, trained and promoted according to ability and job requirements only. As such we welcome your application irrespective of your gender, race, disability, colour, ethnic or national origin, and nationality, and marital status, responsibility for dependants, religion, trade union activity and age.

Disability

The Trust gives full and fair consideration to applications for employment received from disabled people. It is a "Positive about Disabled People" employer, and holds the 'two ticks' Disability Symbol, which is a recognition given by Jobcentre Plus to employers who have agreed to meet five commitments regarding the recruitment, employment, retention and career development of disabled people.

If you have a disability, which makes it difficult for you to complete our application form, please do not hesitate to contact the recruitment team on 0151 529 3030 or 0151 706 4666.

Rehabilitation of Offenders Act

Having a criminal record will not necessarily bar you from working within the Trust. This will depend on the nature of the position and circumstances and background of any offences. All information given during the course of the recruitment process will be treated as strictly confidential.

Where applicable, offers of employment are subject to receipt of a satisfactory Disclosure and Barring Service certificate (DBS) in accordance with Department of Health procedures and Trust Policy.

Failure to disclose information regarding convictions could result in withdrawal of a job offer or in the event of employment, in dismissal or disciplinary action. Further guidance on the DBS process will be sent to successful candidates.

GDPR

Under the requirements of the Data Protection Act, we are obliged to inform all applicants of the purposes for which the information given will be used. The main purpose of the information being obtained is to assess your suitability for employment. For those involved in direct patient care this will involve a DBS check.

The referees you have given in the application form will be asked to provide a reference at the appropriate time.

General information relating to progress of your application may also be passed to the Department of Employment/Education and Job Centre if you were informed of the vacancy via these organisations. The Home Office will also be passed information if a work permit is necessary to proceed with the application.

If successful, the information given on your application form will only be used in connection with this employment and will not be used for any other purpose or passed to another organisation unless your written consent has been obtained in the first instance.

By completing the application form you are giving your consent to proceed with the application and that any information given be used as stated above.

Asylum & Immigration Act 1996

You are reminded that under the Asylum & Immigration Act 1996, it is unlawful to employ anyone who does not have valid leave to remain in the United Kingdom, or whose leave is subject to a condition that they should not work.

General Information

Applicants will be advised via email, the outcome of their application within four weeks of the closing date. This will be to notify you of an unsuccessful application or to invite you to book an interview slot.

Due to high volumes of applicants, feedback at the shortlisting stage is not available.

If you are successful in your application, your offer of employment will be subject to satisfactory pre-employment checks including, ID, right to work, medical clearance as determined by our Occupational Health Medical Office, evidence of the essential qualifications and professional registration as outlined in the person specification, and a satisfactory DBS check if required for the post.



Liverpool University Hospitals

NHS Foundation Trust

If you require any further advice or assistance regarding this post or the recruitment process please contact the Recruitment team on 0151 706 4666 / 0151 529 3030 or e-mail to: recruitment@liverpoolft.nhs.uk . For further information about the Trust please visit our website on www.liverpoolft.nhs.uk .

DISCLOSURE AND BARRING SERVICE

Revised Code of Practice for Disclosure and Barring Service Registered Persons

Introduction

The Disclosure and Barring Service (DBS) was established in December 2012 under Part V of the Protection of Freedoms Act (POFA) to undertake disclosure and barring functions. There are specific legal requirements around these checks. Disclosure functions are set out in Part V of the Police Act 1997 which requires Registered Bodies to adhere to this Code of Practice.

Who does this Code apply to?

The Code of Practice applies to all Registered Bodies with the Disclosure and Barring Service (DBS) under section 120 of the Police Act 1997 (Registered Bodies) and recipients of Update Service information under section 116A of the Police Act 1997. This includes those Registered Bodies that provide an umbrella function to non-registered organisations. The Code refers to any information exchanged between DBS and the Registered Body. The Code of Practice does not apply to other third parties. The DBS will seek to ensure compliance with the Code through the full range of DBS assurance management processes. All applicants for a DBS check should be made aware of this Code of Practice and provided with a copy on request.

Disclosure Offences: Sections 123 and 124 of the Police Act 1997

Although certificates are now provided directly to the applicant, registered bodies will receive personal information related to applications and, where registered bodies are also employers, voluntary sector organisations or licensing authorities, will receive disclosure information when certificates are provided to them by their employees or applicants for posts, including volunteers. Recipients of disclosure information, through electronic means or via the applicant's copy of the disclosure, must note that it is an offence to disclose information contained within a DBS Certificate to any person who is not a member, officer or employee of the Registered Body or their client, unless a relevant legal exception applies. Furthermore, it is also an offence to:

1. Disclose information to any member, officer or employee where it is not related to that employee's duties
2. Knowingly make a false statement for the purpose of obtaining, or enabling another person to obtain, a Certificate

Registered Bodies and those in receipt of Update Service information believed to have committed an offence will be liable to prosecution, suspension or de-registration.

What happens if the Code is breached?

The Police Act 1997 (Criminal Records) (Registration) Regulations 2006 sets out Conditions of Registration. Regulation 7(h) is for compliance with the Code of Practice issued under section 122 of the Act. Failure to comply with Conditions of Registration can result in the suspension or cancellation of registration. This follows a set legislative process with clear timescales. Failure to comply with requirements set out in the Data Protection Act may also result in enforcement action from the Information Commissioner's Office (ICO).

The Obligations

Registration Details

The Police Act 1997 (Criminal Records) (Registration) Regulations 2006 sets out the obligations a Registered Body must meet in order to retain its registration. Registered Bodies must:

1. Provide up-to-date information to the DBS in respect of their registration information and counter signatories in line with current procedures.
2. Maintain all accounts, online or otherwise, for all DBS products and delete when no longer required.
3. Ensure any electronic system used complies with specifications set out in the above regulations.

Application Process

Registered Bodies must:

1. Submit applications for a DBS product in the format determined by DBS.
2. Ensure that applications for a DBS product are completed accurately and that all data fields determined by DBS as mandatory are completed in full.
3. Ensure that any application submitted electronically complies with DBS specifications as stipulated in line with current requirements.
4. Ensure that, where evidence checkers complete any part of the administration of the application process, sufficient training has been provided to enable same degree of accuracy required by DBS of the counter signatory.

Identity Verification

Registered Bodies must:

1. Verify the identity of the applicant prior to the submission of an application for a DBS product by following the current guidelines issued by DBS.
2. Ensure that any person undertaking identity verification checks on their behalf follows the current guidelines issued by DBS.
3. Make sure lead or counter signatories do not validate their own applications for any DBS products.

Data Handling

Failure to comply with DPA requirements could result in enforcement action from the ICO.

In line with the Data Protection Act 1998 Registered Bodies and those in receipt of Update Service information must:

1. Have a written policy on the secure handling of information provided by DBS, electronically or otherwise, and make it available to individuals at the point of requesting them to complete a DBS application form or asking consent to use their information to access any service DBS provides.
2. Handle all information provided to them by DBS, as a consequence of applying for a DBS product, in line with the obligations under Data protection Act 1998.
3. Handle all DBS related information provided to them by their employee or potential employee in line with the obligations under Data Protection Act 1998.
4. Ensure that a result received as part of an application submitted electronically is not reproduced in such a way that it infers that it is a certificate issued by DBS.
5. Ensure any third parties are aware of the Data Protection Principles and provide them with guidance on secure handling and storage of information. For Data Protection purposes, information passed to a Registered Body by DBS remains the responsibility of the Registered Body even if passed to a third party.
6. Ensure business continuity and disaster recovery measures are in place and comply with Data Protection requirements.
7. Must comply with security requirements under principle 7 of the Data Protection Act.

Suitability Policy

Registered Bodies and those in receipt of Update Service information must:

1. Have a written policy on the suitability of ex-offenders for employment in relevant positions. This should be available upon request to potential applicants and, in the case of those carrying out an umbrella function, should be made available to their clients. Clients of Registered Bodies should make this policy available to their potential or existing employees.
2. Ensure that all applicants for relevant positions or employment are notified in advance of the requirement for a Disclosure.
3. Notify all potential applicants of the potential effect of a criminal record history on the recruitment and selection process and any recruitment decision.
4. Discuss the content of the Disclosure with the applicant before withdrawing any offer of employment.

Eligibility

Eligibility for DBS checks is set out in the following legislation:

- Standard checks – to be eligible for a standard level DBS certificate, the position must be included in the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975
- Enhanced checks – to be eligible for an enhanced level DBS certificate, the position must be included in both the ROA Exceptions Order and in the Police Act 1997 (Criminal Records) regulations.
- Enhanced checks with children's and/or adults' barred list check(s) – to be eligible to request a check of the barred lists, the position must be eligible for an enhanced level DBS certificate and be specifically listed in the Police Act 1997 (Criminal Records) regulations as being eligible to check the appropriate barred list(s).

Registered Bodies must:

1. Use all reasonable endeavours to ensure that they only submit Criminal Records check applications in accordance with the legislative provisions which provide eligibility criteria for relevant positions or employment.
2. Ensure that before allowing a DBS check application to be submitted they have assessed the role to be eligible under current legislation, correctly applied the right level of check, and correctly requested the appropriate barring list information.
3. Ensure they are legally entitled to request any DBS product being applied for

Employer Evidence Template

You may use this template to record your evidence, further actions or comments for consideration as you go through your self- assessment. This will also help you if you want to become a Disability Confident Leader and have your self-assessment validated.

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| Employers name | The Royal Liverpool and Broadgreen University Hospitals NHSTrust | |
| Disability Confident Reference number (DSC000...) | | |
| Date | October 2017 | |
| Theme 1 – Getting the right people for your business The employer must have agreed to all of the following actions. | | |
| Criteria | Evidence | Comments or further action required |
| As a Disability Confident employer, my business is: | | |
| 1. Actively looking to attract and recruit disabled people. | <p>Positive action statement included in all recruitment adverts actively encouraging disabled applicants and reflecting commitment to Disability Confident Employer status. Equal Opps statement on trust website and commitment to Disability Confident, Mindful Employer and membership of the business disability forum.</p> <p>Links with Jobcentreplus to encourage disabled applicants for employment.</p> <p>Generic positive action advert placed in Employability magazine and Living with Disability magazine promoting employment to</p> | <p>Share information about diversity in recruitment targets on recruitment website</p> <p>Upload information about the disabled staff focus groups on recruitment website</p> |

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| | <p>disabled people.</p> <p>Link with local colleges to support work experience opportunities such as supported internships</p> | |
| <p>2. Providing a fully inclusive and accessible recruitment process.</p> | <p>We have guidance in the recruitment and selection policy on how to write job descriptions and person specifications with neutral language.</p> <p>The online application process includes contact details to request support or information in an alternative format</p> <p>We are able to accept job applications in a variety of formats.</p> <p>Recruitment staff are provided with guidance on how to support disabled applicants in the recruitment process and how to make reasonable adjustments and this is included in the recruitment and selection policy</p> | <p>Request feedback from disabled applicants on the accessibility of our recruitment and selection process</p> |
| <p>3. Offering an interview to disabled people who meet the minimum criteria for the job.</p> | <p>We offer a guaranteed interview for anyone that declares that they are disabled that meets the essential criteria of a role. Managers have E & D training and guidance from the recruitment team on how to make reasonable adjustments for disabled applicants.</p> <p>All jd's identify the core elements of the job and this is detailed in the job advert, job specification and online content</p> | <p>Ensure that all agencies that we work with are as a minimum Disability confident employers level 2</p> |

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| | <p>The application form provides an opportunity for disabled people to indicate that they are disabled or have a long-term health condition and are requesting an interview</p> <p>The trac system ensures that recruiting managers are alerted that they have disabled candidates and that if they meet the minimum criteria for the role they should be invited to interview.</p> | |
| 4. Flexible when assessing people so disabled job applicants have the best opportunity to demonstrate that they can do the job. | The recruitment team and recruiting managers plan for, and make reasonable adjustments to, the assessment and interview process – such as allowing candidates to complete a written test using a computer. The team have best practice guidance from the business disability forum on how to make adjustments and have access to advice from the E & D Manager. | <ul style="list-style-type: none"> • offer working interviews on request to enable disabled people to demonstrate their potential • Raise awareness of the Disability Confident commitment through comms and recruitment training |
| Criteria | Evidence | Comments or further action required |
| As a Disability Confident employer, my business is: | | |
| 5. Proactively offering and making reasonable adjustments as required. | The Trust has a reasonable adjustment policy in place this has recently been reviewed to make it more user friendly and to introduce a central budget. The policy is published on the staff hub, managers are trained on how to make reasonable adjustments in HR skills training for manag- | |

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| | <p>ers. Reasonable adjustment agreements are completed and a wellness recovery action plan has been introduced for staff returning to work following sickness. The trust has purchased a business disability toolkit of guidance. Health and wellbeing team established to support staff with implementing complex adjustments.</p> <p>As members of the BDF staff and managers have access to the disability directions advice service</p> | |
| <p>6. Encouraging our suppliers and partner firms to be Disability Confident.</p> | <p>The pre-tender qualification questionnaire that providers have to complete for contracts requests evidence of equality and diversity good practice</p> | |
| <p>7. Ensuring employees have sufficient disability equality awareness training.</p> | <p>All staff have basic equality and diversity awareness training that includes disability as one of the protected characteristics. The trust has purchased a disability toolkit of guidance and resources to support positive practice for disabled staff and patients. We offer deaf and visual impairment awareness training, dementia training, mental health training and learning disability training to all staff.</p> | |

| Theme 1 – Getting the right people for your business You must agree to at least one of the following activities. | | |
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| Activity | Evidence (only for the activities you have agreed to in your self-assessment) | Comments or further action required |
| 1. Providing work experience. | We offer work experience places | |
| 2. Providing work trials. | Supported internships | |
| 3. Providing paid employment (permanent or fixed term). | | |
| 4. Providing apprenticeships. | We offer a range of apprenticeships, we have set diversity in recruitment targets and this also applies to apprenticeships. We encourage disabled people to apply for apprenticeships | |
| 5. Providing a traineeship. | We offer traineeship programmes | |
| 6. Providing paid internships or support internships (or both). | Supported internships | |
| 7. Advertising vacancies and other opportunities through organisations | We place generic positive action adverts in Employability and DisabilityNow magazine to | Attend a minimum of 2 recruitment fairs per year |

| Theme 1 – Getting the right people for your business | | |
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| You must agree to at least one of the following activities. | | |
| Activity | Evidence (only for the activities you have agreed to in your self-assessment) | Comments or further action required |
| and media aimed particularly at disabled people. | encourage disabled applicants to apply for employment. | |
| 8. Engaging with Jobcentre Plus, Work Choice providers and local disabled people's user led organisations (DPULO's) to access support when required. | We have shared the Trust recruitment targets with Jobcentre plus. | Connect with local disabled peoples networks, advocates, specialist schools and colleges to raise awareness of employment opportunities. |
| 9. Providing an environment that is inclusive and accessible for staff, clients and customer. | The trust has guidance on working with disabled staff and patients. The Trust has disabled go access guides to all services | Seek Shaw Trust accreditation for the accessibility of the Trust website. Attain the louder than words chartermark |
| 10. Offering other innovative and effective approaches to encourage disabled people to apply for opportunities and supporting them when they do. | | |

Theme 2 – Keeping and developing your people
 The employer must have agreed to all of the following actions.

| Criteria | Evidence | Comments or further action required |
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| <p>As a Disability Confident employer, my business is:</p> <p>1. Promoting a culture of being Disability Confident.</p> | <p>We demonstrate commitment to Disability confident on the trust website and in all recruitment literature.</p> <p>We regularly share information with staff about the importance of disclosing equality information and how this is used to support staff in internal newsletters. Guidance has been produced for staff on how to update disability status in ESR. We engage with disabled staff about their experiences working in the Trust through the disabled staff focus groups. The notes of the focus groups are reported to E & D sub-committee and actions are undertaken.</p> | <p>Raise awareness of the disability confident employer status with all staff through Intouch, matrons, insight</p> |
| <p>2. Supporting employees to manage their disabilities or health conditions.</p> | <p>The trust has a reasonable adjustments policy in place to support staff that are disabled and have a long term condition to manage their condition. We have a central budget to fund reasonable adjustments and have an</p> | <p>Monitor the impact of the revised policy</p> |

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| | <p>occupational therapy health and wellbeing service to support staff with workplace assessments, wellness recovery plans and putting in place reasonable adjustments and reasonable adjustments agreements. Health and wellbeing is promoted within the Trust and staff are asked about their health and wellbeing as part of the appraisal process. TheOT HWB service supports staff with access to work referrals where required</p> | |
| <p>3. Ensuring there are no barriers to the development and progression of disabled staff.</p> | <p>The trust E & D policy states the commitment to ensuring that all staff can progress. Access to non-mandatory training and development and promotions is equality monitored in the annual workforce equality monitoring report</p> <p>When any training course is booked delegates are asked if they require any reasonable adjustments.</p> | |
| <p>4. Ensuring managers are aware of how they can support staff who are sick or absent from work.</p> | <p>All managers are provided with training on the sickness policy and the reasonable adjustments policy on how to manage sickness absence through the HR skills training for line managers, they also have access to policy guidance and support from the Business HR team. Staff can be referred to the occupational health service for medical assessments and to the internal health and wellbeing team. We</p> | <p>Introduce specific briefing session for managers on how to make reasonable adjustments</p> |

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| | implement reasonable adjustments agreements and have a wellness recovery plan for staff returning from long term sickness. | |
| 5. Valuing and listening to feedback from disabled staff. | All staff participate in the national staff survey and the results are analysed from an equality perspective to identify if there is any difference in experience between disabled and non-disabled staff. A health and wellbeing survey has recently been undertaken with all staff. Disabled staff focus groups are conducted bi-monthly to engage with disabled staff to understand their experience of working here and what we can do to improve employment for disabled staff. The notes of the focus groups are reported to E & D sub-committee. | <p>Report disabled staff stories to E & D sub-committee through to the board</p> <p>Disabled staff focus group rep to be identified to attend E & D sub-committee</p> <p>Identify an Exec sponsor for the disabled staff focus group</p> <p>Produce a you said we did of work through the focus groups to raise awareness</p> |
| 6. Reviewing this Disability Confident employer self-assessment regularly. | This self-assessment will be undertaken on a six-monthly basis going forward. | Schedule review dates in E & D programme of work |

Theme 2 – Keeping and developing your people.

The employer must have agreed to take at least one of the following activities.

| Activity | Evidence (only for the activities you have agreed to in your self-assessment) | Comments |
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| <p>1. Providing mentoring, coaching, buddying and or other support networks for staff.</p> | <p>The trust has developed a coaching culture and offers access to coaching to all staff including anytime coaching to all staff and executive coaching. Staff are also invited to access the NW NHS mentoring scheme. Disabled staff focus groups are held bi-monthly to engage directly with disabled staff.</p> | <p>Roll out of the reverse mentoring scheme to disabled staff in 2018</p> <p>Develop a fb group or twitter page for disabled staff.</p> <p>We are looking to have an education ambassador on each ward/department to support staff and learners. Such as the care certificate, apprenticeships, work placements etc.</p> |
| <p>2. Including disability awareness equality training in our induction process.</p> | <p>All staff are required to complete mandatory equality and diversity awareness training that includes disability awareness. All staff are made aware of the E & D in employment policy and the reasonable adjustments policy. A range of additional E & D training is offered to</p> | <p>Basic BSL training is being introduced for receptionist and front line staff in 2018.</p> |

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| | <p>staff including practical visual impairment awareness training, deaf and visual impairment awareness training and learning disability awareness training.</p> | |
| <p>3. Guiding staff to information and advice on mental health conditions.</p> | <p>The staff hub includes resources from the staff hub in a disability toolkit, this includes guidance on different impairment types including mental health. We have a health and wellbeing newsletter and offer a range of support on mental health including access to counselling services.</p> | |
| <p>4. Providing occupational health services if required.</p> | <p>All staff have access to occupational health services including 24/7 staff counselling service that is available for self-referral, we also have the occupational health and wellbeing service and physiotherapy and gastro internal referral systems</p> | |
| <p>5. Identifying and sharing good practice.</p> | <p>We have developed a guidance document for staff on how to update disability status in ESR and have shared this with other NHS Trusts. The OT HWB team are developing an employment passport for disabled people.</p> | |

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| 6. Providing human resource managers with specific Disability Confident training | HR Managers have been made aware of and understand the requirements of the disability confident scheme | A training session will be delivered with the Business HR/medical HR and recruitment team on Disability confident |
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As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Liverpool University Hospital NHS Foundation Trust complies fully with the code of practice and undertakes to treat all applicants for positions fairly

Liverpool University Hospital NHS Foundation Trust undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed

Liverpool University Hospital NHS Foundation Trust can only ask an individual to provide details of convictions and cautions that Liverpool University Hospital NHS Foundation Trust are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended)

Liverpool University Hospital NHS Foundation Trust can only ask an individual about convictions and cautions that are not protected

Liverpool University Hospital NHS Foundation Trust is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background

Liverpool University Hospital NHS Foundation Trust has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process

Liverpool University Hospital NHS Foundation Trust actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records

Liverpool University Hospital NHS Foundation Trust select all candidates for interview based on their skills, qualifications and experience

An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position

Liverpool University Hospital NHS Foundation Trust ensures that all those in Liverpool University Hospital NHS Foundation Trust who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences

Liverpool University Hospital NHS Foundation Trust also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974



Liverpool University Hospitals

NHS Foundation Trust

At interview, or in a separate discussion, Liverpool University Hospital NHS Foundation Trust ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment

Liverpool University Hospital NHS Foundation Trust makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and makes a copy available on request

Liverpool University Hospital NHS Foundation Trust undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

