How to carry out recruitment checks

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How to carry out recruitment checks
There are a number of checks which must be completed as part of the recruitment process. Some checks need to be carried out at interview and some are only carried out for the preferred candidate.

Using a risk based approach, different arrangements apply to:

- Internal candidates
  - Driving posts
  - SSSC registered posts
- External candidates
# How to carry out recruitment checks

The matrix below gives details on what checks are required.

<table>
<thead>
<tr>
<th>Type of check</th>
<th>When to check</th>
<th>All external candidates</th>
<th>All SSSC registered internal candidates</th>
<th>All internal candidates with driving as a part of new role</th>
<th>All internal candidates (not SSSC or driving posts)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eligibility to work in the UK</td>
<td>At interview</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Certificate of sponsorship</td>
<td>At interview</td>
<td>Yes – but only where relevant</td>
<td>Only if relevant to post</td>
<td>Only if relevant to post</td>
<td>Only if relevant to post</td>
</tr>
<tr>
<td>Qualifications/registration</td>
<td>At interview</td>
<td>Yes if needed for post</td>
<td>Yes</td>
<td>Only if a different qualification is required for the new post</td>
<td>Only if a different qualification is required for the new post</td>
</tr>
<tr>
<td>Drivers Licence</td>
<td>At interview</td>
<td>Yes if needed for post, including driving pool car</td>
<td>Only required if this is a new requirement and relevant to post including driving pool car</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>
| Criminal Records Check (PVG & Disclosure) | Interview and form completed after interview | Yes – if needed for post | Only if:  
- there is a change in PVG level (regulated workforce)  
- they have no PVG membership/relevant disclosure and this is required for the new post  
- there is a change in the level of disclosure required for the new post | Only if:  
- there is a change in PVG level (regulated workforce)  
- where they have no PVG membership and this is required for the new post  
- there is a change in the level of disclosure required for the new post  
- where they have no PVG membership and this is required for the new post  
- there is a change in the level of disclosure required for the new post | Only if:  
- there is a change in PVG level (regulated workforce)  
- where they have no PVG membership and this is required for the new post  
- there is a change in the level of disclosure required for the new post |
| References                                 | After Interview             | Yes – 2 required         | Yes – 2 required                       | Yes - 1 required                                          | No                                                  |
| Baseline Health Questionnaire             | After Interview             | Yes                      | Yes                                    | Yes                                                       | Only if there is a significant change to the role such as move to a manual role or baseline HAVS check is required before commencing new role |
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Additional guidance on the checks is shown below.

<table>
<thead>
<tr>
<th>Type of check</th>
<th>When to check</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eligibility to work in the UK</td>
<td>Interview</td>
<td>Under the Immigration, Asylum and Nationality Act 2006, specific documents must be checked and copied to establish that an individual has the right to work in the UK.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HR and Business Transformation will monitor any UK Visas and Immigration restrictions for current employees and will liaise with managers to ensure the right to work in the UK.</td>
</tr>
<tr>
<td>Certificate of Sponsorship</td>
<td>Interview</td>
<td>This is a unique reference number given when the Council processes a non-EEA candidate through the Sponsor Management System. This allows the Council to recruit individuals from outside the EEA to fill a skilled job that cannot be filled by an EEA worker.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HR and Business Transformation will monitor any sponsorship requirements for current employees and will liaise with managers to ensure the right to work in the UK.</td>
</tr>
<tr>
<td>Qualifications and Driver’s Licence</td>
<td>Interview</td>
<td>Where a specific qualification, membership of a registered body or equivalent alternative is required for the job, including the requirement to drive, evidence of this must be checked.</td>
</tr>
<tr>
<td>Criminal Record Checks (PVG &amp; Disclosure)</td>
<td>Interview and form completed after interview</td>
<td>The list of posts requiring a criminal conviction check is updated regularly and held by Human Resources.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Internal candidates only need this if there is a change in PVG level (regulated workforce) or where they have no PVG membership or disclosure and this is required for the new post.</td>
</tr>
<tr>
<td>Personnel Security Checks</td>
<td>Before/During/After interview (BPSS/VisOR)</td>
<td>There are a number of security checks which may be required dependent on the nature of the post.</td>
</tr>
</tbody>
</table>
**How to carry out recruitment checks**

| References | After interview | The chairperson is required to take up two appropriate and satisfactory employment references for an external preferred candidate. For internal candidates, one reference is required from the current manager where there is a move to a driving post only. |
| Baseline Health Questionnaire | After interview | All external candidates invited for interview must be advised that, if successful at interview, they will be expected to complete a health questionnaire. For internal candidates, if there are different risks in the post, then an occupational health check may be appropriate, such as moving to a post where driving or HAVS is involved. |

The chairperson has overall responsibility for:

- making sure all checks are completed and satisfactory
- doing visual checks between the documents and dates of birth and the appearance and apparent age of the candidate
- checking the detail of the documents, for example that they allow the candidate to do the type of work on offer and that expiry dates have not passed.

The Recruitment Checklist assists in ensuring all relevant checks are completed.

**Eligibility to work in the UK – Check at interview**

Under the Immigration, Asylum and Nationality Act 2006, specific documents must be checked and copied to establish that an individual has the right to work in the UK. All candidates invited for interview must be asked to provide proof that they are entitled to live and work in the UK. To avoid a civil penalty, original documents must be presented and checked. The required documents are listed on the recruitment checklist.

There are three steps to conducting the right to work in the UK check:

1. Obtain original versions of one or more of the acceptable documents
2. Check the documents in the presence of the holder of the documents
3. Make copies of the documents; retain the copies and a record of the date on which the check is made.
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Further guidance is available on the 3 Step Check

If candidates are not from the UK further information regarding recruitment checks should be obtained from the HR Helpdesk at hrhelpdesk@falkirk.gov.uk. There is further information in relation to the UK Visas & Immigration requirements for candidates from the EEA, A8 Accession States, A2 countries and non-EEA countries.

If the appropriate evidence has not been provided or if there is any doubt that documents are genuine, a recommendation for or offer of employment should not be made. Advice should be sought from your HR Business Partner and Governance before progressing the application.

Where it has been agreed to allow employment through a recruitment agency, it should not be left up to the recruitment agency to undertake these checks. The criminal liability still lies with the Council as the employer to ensure that these checks have been carried out and are satisfactory. If the worker remains an agency employee, this will be the responsibility of the recruitment agency.

Certificate of Sponsorship – Check at interview

A certificate of sponsorship is a unique reference number given when the Council processes a non-EEA candidate through the Sponsor Management System. This process is aimed at enabling the Council to recruit individuals from outside the EEA to fill a skilled job that cannot be filled by an EEA worker.

The Council will be able to apply to sponsor skilled migrants in specific situations. As there is a cap on the number of Certificates of Sponsorship available it may not be possible for the Council to sponsor a candidate. If a Certificate of Sponsorship is required the recruiting manager must contact the Business Support Lead – Staffing & Recruitment if possible before interview and in all circumstances before any offer of employment is made. This process can take a number of weeks.

Staffing & Recruitment have access and authorisation to process the candidate’s details on the government system and will record this information on Resourcelink for monitoring and reporting purposes. Following recruitment of non-EEA nationals, the manager has specific responsibility under the regulations to monitor and conduct annual checks to ensure continued right to remain in the UK. Failure to carry out these checks may result in a fine.

Qualifications and Driver’s Licence Checks – Check at interview

Where a specific qualification, membership of a registered body or equivalent alternative is required for the job, including the requirement to drive, evidence of this must be checked at interview. The original documents must be checked and a copy of the original certificates and/or licence should be taken and kept on file. For posts which require driving, references must contain the relevant driving questions.
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online DLVA licence check process should be used https://www.gov.uk/view-driving-licence

For posts driving Falkirk Council vehicles, the drivercheck process should be used. More information on this is available from Fleet Services.

**Criminal Record Checks – Check ID at interview and form completed after interview**
The list of posts requiring a criminal conviction check is updated regularly and held by Human Resources.

All required checks will be carried out through Disclosure Scotland. Disclosure Scotland process checks and share information about people’s criminal records. This helps to make recruitment decisions for posts involving work with children and protected adults (regulated work).

The relevant ID should be checked at interview and once you have chosen your preferred candidate, the relevant application form and salary deduction form should be sent to the preferred candidate with the recommendation for employment letter.

It is a criminal offence for people who have been disqualified from regulated work to apply for a position working with these groups and for the Council to employ an individual who has been disqualified in that type of regulated work.

The Criminal Convictions Checking Policy must be read in addition to this policy and complied with before any offer of employment is made in the interest of safer recruitment practice. The requirement for a Disclosure/PVG check should be made clear on the advert.

Further information relating to Disclosure checks and PVG Membership can be found in the Criminal Convictions Checking Policy.

**Personnel Security Checks – Check after interview (BPSS/ViSOR)**
There are a number of security checks which may be required dependent on the nature of the post. This should be noted in the job description and person specification. There is more detail on the nature of these checks in the Criminal Convictions Checking Policy.

**References – Check after interview**
The chairperson is required to take up two appropriate and satisfactory employment references for an external preferred candidate. The recommendation letter will advise the candidate that references will now be taken up. One of the references must come from the current or most recent employer. For internal candidates, one reference is required from the current manager where there is a move to a driving post only.
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If you require to check references before interview, you must not request information on days lost due to absence from previous employers before interview.

The purpose of seeking references is to obtain objective and factual information about a candidate’s suitability for a post and should inform and support appointment decisions. References should be requested using Talentlink. The chairperson must ensure that references are received and scrutinised, and any concerns are resolved satisfactorily, before the offer of employment is made.

The Guidance on Employment References document provides further information. This must be read in addition to this policy and complied with before any offer of employment is made in the interest of safe recruitment practice.

Baseline Health Questionnaire – Check after interview
All candidates invited for interview must be advised that, if successful at interview, they will be expected to complete a health questionnaire.

Once the preferred candidate has been selected, a Baseline Health Questionnaire should be emailed to the candidate using the Occupational Health online system.

If the Occupational Health Adviser has any queries regarding the questionnaire, they may invite the candidate for a medical interview or a medical examination. If the candidate refuses to complete the questionnaire, or attend an Occupational Health interview or examination, this means that the conditions for appointment have not been satisfied, and the manager must seek advice from their HR Business Partner.

Further details may be required for driving posts and/or posts that may require Occupational Health Surveillance such as HAVS.

Unsuccessful Outcome of Checks
Where the outcome of any recruitment check (including references) results in the decision not to make a formal offer of employment, the HR Business Partner should be contacted for advice and guidance.