**Pre-employment checks**

When you are successful at interview and are offered a job, you will be required to carry out a series of pre-employment checks. The pre-employment checks that we carry out will be dependent on the role of job that you are going to do.

The types of checks that are carried out are:

**Identification documents**

You will be asked to provide proof of your identity and that you have the right to work in the UK. This will mean that you will need to produce either a document or a combination of documents to confirm you are eligible. For example, a UK passport, or a visa or immigration documents if you are a non-national. Your employer will advise you which documents you need to show them.

**Professional registration and/or qualifications**

If your role requires a particular professional registration the employer will carry out a check with the appropriate regulatory body and secure confirmation of the appropriate registration. Where a check has been made employers will not be required to verify your professional qualifications separately.

Where a licence is a requirement confirmation will be sought from the relevant regulatory body as well.

All qualifications that are not associated in any way with a regulatory body will be sought separately.

**Criminal record and barring checks**

Depending on the role, employers may be required to check whether you have a criminal record. These roles will be subject to a satisfactory disclosure from the Disclosure and Barring Service (known as a DBS check).

If you are applying for a post which involves having access to patients in receipt of health services, you will be subject to a DBS check. Failure to reveal information relating to convictions that you are required to identify could lead to withdrawal of an offer of employment. Where the position falls under regulated activity and meets the criteria for an enhanced criminal record check, the disclosure will include information held against the barred lists for working with children and/or working with adults and any restrictions to that barring.

Please note this particular information within the application form will only be viewed by those who need to see it as part of the recruitment process. Any information disclosed will be treated in the strictest confidence.

**Background checks**

Where a position is security related, an employer may wish to carry out background checks regarding your credit history.

**Occupational Health checks**

All NHS staff must complete a pre-employment health check, which may require an appointment as part of this health check. This health check adheres to equal opportunities legislation and good occupational health practice.

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

**Employment history and references**

It is important that you have stipulated your full employment history within your application form and highlighted any employment gaps. References will be sought covering a minimum period of 3 years from your current employer and previous employer/s.