East London
NHS Foundation Trust

Recruitment and Selection Policy

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NHS Foundation Trust

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Policy Statement

1.1. East London NHS Foundation Trust, (**the Trust)** is committed to ensuring the recruitment, selection and retention of appropriately qualified and experienced staff in the most efficient and effective way.

1.2. This will be achieved by recruiting staff from outside the organisation and developing existing staff to enable them to take on new roles.

1.3. Effective recruitment and selection is crucial to the successful functioning of the Trust. This will mean finding people with the necessary skills, expertise and qualifications, looking beyond a person's age,, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex, and sexual orientationand appointing the best person to do the job.

1.4. This policy sets out the key principles of the Trust's approach to recruitment, which are:-

- Compliance with statutory requirements
- Commitment to equal opportunities in all recruitment & selection practices and specifically, meeting the requirements of Jobcentre Plus ✓✓ symbol[1] and the Routes to Employment Charter;
- Provision of a recruitment service which gets people of the highest possible calibre into post efficiently and effectively and which reflects and builds upon recognised best practice in this field;
- Provision of greater opportunities for the employment of people with personal experience of mental health problems;
- Achievement of a staff ethnic profile within the Trust that matches more closely that of the local population;
- Implementation of flexible working policies which allow genuinely flexible ways of working which meet the needs of the service and individual;
- Encouragement of managers to be creative in filling posts;

1.4. The Trust will ensure that in all its recruitment and selection practices:-

- All staff are dealt with fairly and consistently in accordance with the Trust's agreed policies and procedures for recruitment, selection and reward;
- Where possible, all members of the panel are trained in the Trust's recruitment and selection policies and procedures;

1.5. Appendices A-C attached to this policy outlines the step by step procedural guide to recruitment and selection process which should be followed. It also includes guidance notes and the SLA for recruitment timescales. For further information and guidance please see:

- Recruitment Process – Guidance Notes

[1] Jobcentre disability symbol

- Equal Opportunities Policy
- Disclosure Barring Service DBS website
- Policy and Procedure For Checking Professional Registration Of Staff

1.6. The Trust believes that recruitment and selection processes should be based solely on the individual's ability to do the job, to make a contribution to the Trust's effectiveness and on their potential for development.

1.7. The Trust is committed to recruiting the best possible candidates for its vacant posts and ensuring that no prospective or existing employee receives less favourable treatment on the grounds of sex/gender, marriage/civil partnership, age, race, religion/beliefs, gender reassignment, pregnancy and maternity, disability or sexual orientation.

1.8. This policy sets out guidelines to be followed to ensure equality of opportunity and best practice in recruitment and selection. Please refer to Appendix E for what you can do if you want to do more than equality law requires.

2. Roles and Responsibilities

2.1. The Trust

2.1.1. The Trust is responsible for putting in place robust policies and procedures to ensure that all vacancies are filled with suitably qualified, safe and competent staff.

2.2. The Human Resources Department

2.2.1. Through the activities of The Recruitment Team, The Human Resources Department is responsible for the overall management of recruitment across the organisation. They are responsible for establishing a fair and effective recruitment and selection process for all applicants and ensure that local recruiting managers are following the Trust policy and procedure. They provide advice and assistance when required.

2.2.2. The Human Resources Directorate provide appropriate training in the recruitment and selection process in order that managers are competent to select new staff.

2.2.3. Managers who are recruiting into a specific vacancy are responsible for ensuring that they follow the process as outlined in this policy. They should work closely with the relevant Recruitment Officer (RO), to ensure the Trust polices are followed.

3. Discrimination

3.1. The Trust will select applicants on merit and will implement all pre-employment checks in compliance with anti-discrimination legislation including:

- The Human Rights Act 1998
- Health and Safety legislation

- Civil Partnership Act 2004
- Equality Act 2010
- Gender Recognition Act 2004
- Flexible Working Regulations 2002

3.2. Awareness Raising and Skills Training

3.1.1. The Human Resources Department will work closely with local schools, colleges and universities by participating in jobs fairs, open days and skills training, e.g.; application form filling, interview techniques etc. This will raise the profile of the Trust as a local employer.

3.3. Links with Professional Education Providers

3.3.1. The Trust will be clear about its wish to ensure that uptake of places by people from ethnic minority communities is reflective of the population the Trust serves.

3.4. Work Experience and Opportunities for School Leavers

3.4.1. Opportunities for local people to gain work experience should be actively encouraged by managers as this will not only help in the skills development of these people but will also act as good public relations for the Trust.

3.4.2. In addition, managers are encouraged to consider setting aside suitable vacancies for school leavers and creating opportunities for schemes such as the Modern Apprentice Scheme. Managers should contact the Human Resources team if they are interested/capable of taking on a work placement. No one under the age of 18 should be working for the Trust.

3.5. Use of alternative Media

3.5.1. Managers are encouraged where appropriate, to use alternative forms of media for the advertisement of all vacancies, this could include placing adverts in newspapers that target specific communities, sending details of vacancies to local job centres, specific groups or interviews with local community radio stations. Advice on this can be obtained from the Human Resources Department.

3.6. Provision of greater opportunities for the employment of people with personal experience of mental illness

3.6.1. As a provider of mental health services, the Trust recognises both the discrimination and stigma faced by people with experience of mental illness in the employment market and also the potential value of their experiences when working with people who are mentally Ill. The Trust, in conjunction with North East London Mental Health Trust has developed the Routes 2 Employment Charter that outlines good practice in relation to the employment of people who have or are recovering from mental Illness. The Trust has adopted this Charter and is actively promoting its implementation throughout the organisation. The Trust has also signed Mindful Employer: Charter for Employers which includes demonstration of a positive and enabling attitude to potential employees with mental health issues and the Mindful Employer logo.

3.7. Recruitment Information

3.7.1. The Trust will ensure that recruitment literature is non-discriminatory and that it includes information on the Trust's Equal Opportunities Policy and that employees should contact the Human Resources Department immediately if they identify any aspects of our recruitment process they feel could be discriminatory.

4. Notice Periods

4.1. Notice periods are shown below for all ELFT staff. Notice periods for Community Health Newham Directorate staff will be protected. If Newham Community Health staff apply for a new role with ELFT the notice periods for ELFT will apply.

4.2. ELFT Notice Periods

Band	**Notice period**	**Band**	**Notice period**
Band 1	4 weeks	**Band 6**	2 months
Band 2	4 weeks	**Band 7**	3 months
Band 3	4 weeks	**Band 8**	3 months
Band 4	6 weeks	**Band 9**	3 months
Band 5	2 months		

4.3. Community Health Newham Current Notice Periods only for staff employed pre February 2011:

Band	**Notice period**	**Band**	**Notice period**
Band 1	4 weeks	**Band 6**	2 months
Band 2	4 weeks	**Band 7**	2 months
Band 3	4 weeks	**Band 8**	3 months
Band 4	4 weeks	**Band 9**	3 months
Band 5	4 weeks		

5. Providing Employment References for Leavers Please refer to the Trust policy on providing references

6. Providing an Efficient and Effective Recruitment Service

6.1. The recruitment process is often the first experience an individual has of an organisation. It is therefore important that the experience is as positive as possible to ensure that candidates are left with a positive image of the Trust whether they are successful or not. Even an unsuccessful candidate can be an ambassador for the Trust if they have a good experience.

6.2. The Human Resources Department also aims to reduce the risk of a poor selection decision – this can be more expensive and damaging than not recruiting at all.

6.3. It is the Human Resources Department's aim to provide an efficient and effective recruitment service to do this we encourages constructive feedback on the service provided via questionnaires from managers and new starters.

6.4. The Human Resources Department also aims to keep abreast of developments in best practice in this field and to promote changes to practice within the Trust by bringing ideas to the Service Delivery Board.

7. Methods of Recruitment/Advertisements

7.1. Recruitment advertisements shall reflect the realistic requirements of the post with regards to skills, qualifications and experience and shall not include any unjustifiable requirements, e.g. age or disability restrictions

7.2. All vacancies will be advertised via our online recruitment tool NHS Jobs, candidates must apply on line and view the Job Description and Person Specification.

7.3. All external advertisements will use the wording:

"We reserve the right to bring forward the closing date should we have an overwhelming response to this advert.

As part of our commitment to improving working lives, we have a range of innovative work-life balance policies and applications are welcome from people interested in working flexibly. Committed to equal opportunities we welcome applications from people who reflect the diversity of our service users including those recovering from mental illness.

For further information about our Trust please click on the link to East London NHS Foundation Trust website.
In line with the jobcentreplus two ticks symbol, all applicants who have declared that they have a disability and who meet the essential criteria for a post will be shortlisted.

All posts that involve regularly caring for, supervising, training or being in sole charge of children and/or vulnerable adults will be subject to an enhanced DBS check."

8. Secondments

8.1. Please refer to the Trust's Secondment Policy

8.2. All Secondments must be advertised via the recruitment team and advertised on NHS jobs

9. Fixed Term Contracts

9.1. All fixed term contracts irrespective of their duration should be advertised at least via the internal vacancy feature and should be managed under the Trusts' Recruitment and Selection Policy. Fixed term contracts cannot be used in the place of a probation period.

10. Transfer of Bank/Agency/Locum

10.1. Any transfer or conversion from Agency/Bank/Locum to either a fixed term contract or a permanent post should be advertised internally via NHS jobs. All applicants must complete an online application form and will be subject to the Trust's selection methods.

10.2. Bank staff are eligible to apply for internal posts. Bank/Agency employment does not form part of reckonable service and all pre-employment checks will be conducted for the successful candidate as an external candidate.

11. Management Consultants/Consultancies

11.1. All management consultants or consultancies engaged by the Trust must be approved by the Chief Executive and Director of Human Resources & Corporate Affairs prior to engagement taking place.

12. Use of Bank Staff

12.1. The Trust has its own Bank staff which should be the first point of sourcing temporary staff to cover absences. These members are paid directly by the Trust on a weekly basis by submitting timesheets or via MAPS.

12.2. All bank staff are recruited via NHS Jobs and go through the same pre-employment checks as permanent staff.

12.3. To book a bank member of staff you must complete the bank booking form which can be located on the Intranet and submitted to:Bank_Bookings@eastlondon.nhs.uk. The in patient service managers use MAPS system and send sms messages to all clinical staff.

12.4. The E-bank team will source a bank employee and arrange cover for you.

12.5. Should E-bank not have someone available on bank, they will inform Recruitment who will arrange agency cover for you.

12.6. Please note Bank staff should not be used to cover permanent posts or on a long term basis ie to cover maternity leave.

12.7. Bank Staff shouldn't be employed in the same team/service as a family member. If a family member of a manager/supervisor is assigned to the team they must contact the bank team immediately.

13. Agency Usage

13.1. The process for recruiting locum/agency, workers is as follows:

13.2. Recruiting Manager (RM) to send an email to Agency_Booking@eastlondon.nhs.uk who will contact the agency on your behalf.

13.3. On the rare occasions that the request is out of hours or emergency cover is required, then please contact one of the agencies who are on our London Agency Project (LAP) Agreement or Buying Solutions approved framework. These agencies are obliged to carry out pre-employment checks before supplying the agency worker to the Trust and they have to provide evidence that this has been carried out.

13.4. Please ensure that you remind the agency consultant to email/fax you the signed checklist prior to offering the agency worker the post. The checklist needs to be emailed to the Recruitment Officer by the next working day so that the Recruitment Officer can check the relevant website.

13.5. Once appointed, the agency worker will receive a copy of the Temporary staff induction hand book. They will complete the induction checklist both documents can be found here. http://elftintranet/our_organisation/ebank.asp

13.6. We must ensure all agency workers have a current DBS, we have details on whether they are on the DBS barred lists.

13.7. We must receive documentary evidence of:

- Current professional and regulatory body
- The content of the references.
- Their right to work in the UK.

14. International Recruitment

14.1. In line with HSC 1999/240, no recruitment activity may be undertaken overseas without the prior approval of the Director of Human Resources & Corporate Affairs and the Director of Nursing/Medical Director. Future international recruitment will be approved on the basis of a well constructed business case and strategic approach which makes clear the likely benefits to the Trust.

15. Off Line Applications

15.1. The Trust does not accept off line applications or CV's, all applications must be submitted on line via NHS Jobs.

15.2. If a RM has a need to accept an off line application they must agree this with the RO prior to accepting the form.

15.3. Recruitment Officers reserve the right to represent HR at any interview panel.

16. Informal Visits

16.1. Informal visits to the workplace can be arranged for candidates who wish to be acquainted with the work environment. Visits will be advertised on adverts and can be arranged to take place either before or after the interview. Where a visit isundertaken prior to the interview, it will be a fact-finding exercise and **should not** be used as an opportunity to assess candidates. This opportunity should be offered to all candidates who request it and not a selected few. In order to avoid potential bias, a manager who is not connected to the interview panel should conduct the informal visit.

17. Selection Process

17.1. The aim of the selection process is to appoint the candidate who, in the opinion of the interview panel, is the candidate most able to perform the duties laid down in the job description by reference to the person specification.

17.2. Selection for posts will be based solely on objective criteria laid down in the person specification; you must not ask any questions relating to health or disability during the selection process. It is lawful however, to ask applicants if you need to, how they will carry out any intrinsic elements of the job and if there are any limitations on them carrying out such duties or ask successful applicants health related questions so that necessary reasonable adjustments can be made.

17.3. Appointing officers have the responsibility in conjunction with the interview panel to ensure that criteria is not indirectly discriminatory and that measurement of criteria is undertaken objectively. A copy of the interview questions (appendix G) must be sent to your RO and will be kept by the Human Resources Department.

17.4. All Nursing posts must be recruited via selection days, in conjunction with Diane Hull. Not applicable to CHN.

17.5. For all admin posts candidates must participate in Numeracy, Literacy and online typing tests.

17.6. If the person specification states a degree or a particular qualification, then all shortlisted candidates must have this qualification and the certificate must be shown at the interview stage. The successful candidate must have this qualification otherwise the appointment cannot be made.

18. Short listing

18.1. The shortlisting panel should consist of a minimum of three people (usually the line manager and/or departmental manager), one of whom must have attended the Recruitment and Selection Course and have full understanding of the Trust's Equality Policy.

18.2. Where there is a potential **conflict of interest** (e.g. if one of the applicants is related to or is well known to a member of the panel) the matter must be declared and advice sought from the Recruitment office. Ideally all interview panel members should be involved in shortlisting. Appendix F

18.3. In line with the Employment Service ✓✓ symbol, all applicants who have declared that they have a disability and who meet the essential criteria for a post will be shortlisted.

19. Interview & Interview Panels

19.1. Objectivity in the recruitment and selection process is paramount. Appointing officers, where possible, should ensure that the interview panel includes their own line manager or a peer and external assessor where appropriate. Interview panels should consist of three (or more, if appropriate) people, it is also advisable wherever practical, to ensure that the panel is diverse, for example in terms of gender and race. If an interview arrangement form is submitted and 3 panel members are not listed, the invites will not be sent. It is the responsibility of the Recruiting Manager to ensure 3 panel members are represented. If you are having difficulty then a service user can be the 3rd panel member.

19.2. As a minimum, the chair of the interviewing panel should have received training in the application of the Trust's Recruitment & Selection Policy or equivalent training e.g. from another NHS Trust. Any 'equivalent training' should be agreed as relevant by the Human Resources Department.

19.3. The chair and panel members must use the interview questions template to prepare the questions and score at the interview. All panel members should score using the Trust scoring of 2,1 and 0. Halves may be given if the panel decide this on the day.

19.4. Recruiting Managers must ensure a Service User is represented on every interview panel at band 7 and above. The recruiting manager is responsible to arrange this by emailing people.participation@eastlondon.nhs.uk

19.5. All interview panels for Director level (including Clinical and Associate Director posts) and Head of Service posts will also be subject to psychometric testing undertaken by an appropriately qualified person. The selection process for these posts will also include, as a minimum, a presentation to the panel and/or team members.

19.6. Appointment panels for medical and dental and some other professional posts, will be subject to the appropriate national guidance and should also concur with the principles set out in this document.

19.7. The Chair of the panel must check and photocopy the following documents for every interviewee:

- **Valid Passport (photo page)**
    - **If a passport is not presented, the long version of the birth certificate can be used to show the candidate has the right to work in the UK.**
- **Professional Pin details**
- **Payslip**
- **Passport and Biometric Card if non EEA resident**
- **Qualification certificates**

At the end of the selection process the chair of the panel will: -

- Check the application form states email addresses for references that cover a period of three years
- Any employment gaps have been discussed
- The candidate has been asked about any DBS convictions
- A successful candidate form will be completed and all interview notes, for successful and non-successful candidates, along with the interview questions template & scoring, any test results along with photocopy of ID, certificates will be sent to the RO. A conditional offer will not be sent until all the above documents have been received.
- These notes will be retained for 12 months in the Job file.

Salary points should not be agreed between the panel and the candidate and the starting salary policy should be referred to when making a decision.

20. Testing

20.1. Tests should be carried out as part of the Recruitment & Selection process for all bands, your recruitment officer has various levels of numeracy & literacy tests that can be done online.

20.2. Departments may develop their own assessments but should check with the Human Resources Department to ensure that the test is free of inherent bias.

20.3. Suitable adjustments will be made to any tests for candidates who have declared a disability.

20.4. All nursing staff recruitment for ELFT is conducted via selection days.

21. Feedback to Candidates

21.1. It is the RM's responsibility, whether at shortlisting or interview stage, to provide feedback should an unsuccessful candidate request it. Feedback to internal candidates should be given face to face.

22. Conditional Offer Letter

22.1. All correspondence will be via email. The conditional offer and relevant forms are sent via email instructing the candidate what to do next. The RM is copied into the emails. All offers are sent on first point of the banding. If the candidate brings in an NHS payslip the salary will be matched at this point.

22.2. The RM should not agree or discuss the salary at the interview stage. Please refer to the starting salary policy should you wish to offer an alternative salary point.

23. Pre-Employment Checks

23.1. Pre-employment checks are either required by law or considered mandatory in line with the Department of Health's Standards for Better Health.

23.2. Failure to carry out these checks could put the safety, and even the lives, of patients at risk. It is essential that everyone working in the Trust is trustworthy and reliable.

23.3. Failure by an employee to provide accurate and truthful information in their application should be considered a disciplinary matter and should be referred to the Trust's Local Counter Fraud Specialist (LCFS). If an employee has intentionally provided inaccurate information, or withheld information that is relevant to their appointment, it can be cause for dismissal and prosecution. Misrepresentations as part of the recruitment process can constitute a criminal offence under the Fraud Act 2006.

24. Verification of Identity

24.1. It is vitally important that the identity of a prospective employee is reliably verified before he/she is appointed. 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

All candidates will need to provide a combination of either:

2 photographic ID's and 1 proof of address
1 photographic ID's and 2 proof of address

If candidates are not able to provide the above, they must provide a combination of documents from Appendix D.

All documents must be

- Original
- From a trustworthy and reliable source
- Valid, dated and current

Refer to Appendix D for Acceptable documentary evidence for proof of identity.

The Human Resources Department will ensure that copies of the documentation provided are on file for the successful candidate before they commence employment.

25. Work eligibility – right to work checks

25.1. As well as verifying an individual's identity, it is also important to make sure that the individual is legally entitled to work in the UK in line with Home Office guidance.

25.2. There are three steps that employers must work through to confirm a prospective employee has the right to work in the UK;

- Request right to work documents
- Validate the documents
- The Home Office Right to Work Checklist will be completed
- Copy and securely store documents
-

25.3. Appendix E shows the documents and combination of documents that candidates must provide to confirm they have a legal right to work in the UK, as stipulated by the Home Office. The Human Resources Department will ensure that copies of the relevant documentation are on file for the successful candidate before they commence employment. . RO will also enter visa details & professional pin details onto ESR (HR System) so that the Workforce Team can run reports to ensure no employee is working without a current visa for the Trust. Local HR teams will contact managers to check if we are renewing the contract, has a new visa been issued or to complete a leaver's form.

25.4. RM should contact RO if uncertain about visa of a particular candidate.

25.5. When carrying out the right to work checks there are certain circumstances where the employer must receive positive confirmation of a person's right to work from the Home Office Employer Checking Service before they are employed. The Employer Checking Service must verify a person's right to work where an individual has;

- An outstanding application or appeal with the Home office which was made at the correct time;
- Presented an Application Registration Card (ARC) which states that the holder is allowed to work
- Presented a Certificate of Application issued to or for a family member of an EEA or Swiss national which states that the holder is allowed to work

25.6. Further information about the service can be found at: **www.ukba.homeoffice.gov.uk/business-sponsors/preventing-illegal-working/employercheckingservice**

26. Validating and copying identity/right to work documents

26.1. Employers must carry out all of the following checks on all documentation:

- check photographs, where available, to satisfy yourself that they are consistent with the appearance of the individual
- check that the date of birth is consistent with the individual's identity documents and the appearance of the applicant
- check that expiry dates of any limited leave to enter or remain in the UK are still valid
- Check biometric card date is valid
- check any Government stamps or endorsements to ensure the individual is entitled to do the work being offered
- if the applicant provides documents that have different names, further documentation must be provided to explain the reason for this (marriage/civil partnership certificate, divorce certificate, deed poll, adoption certificate or statutory declaration)
- dates must be cross-referenced with identity documents and work permits, or confirmed by contacting appropriate embassies and consulates.

26.2. A document authentication scanning device is used to scan all passports, identity cards and driving licenses to ensure they are genuine; a copy of the identity document and the images is saved in each successful candidates EFS file.

26.3. If the document authentication scanning device is not available to scan identity documents or where documents can't be scanned, such as a birth certificate, a colour photocopy (where available) should be taken and the person who copied the document should date and sign it to certify it is a copy of an original document.

26.4. For passports and travel documents, a copy should be taken of;

- the document's front cover and any page containing the holder's personal details. Any page that provides details of nationality, his or her photograph, date of birth, signature, date of expiry or biometric details
- any page containing UK government endorsements, noting the date of expiry and any relevant UK immigration endorsement that allows the candidate to do the type of work they are being offered.

26.5. Other documents should be copied in their entirety. Both sides of a national identity card should be copied.

26.6. In the event the scanning device highlights an issue with a document it should be immediately emailed to the Recruitment Supervisor who will send a request to the scanning device company to check the document. The candidate should not be alerted to the concern. If the scanning device company are unable to confirm the authenticity of a document or where they confirm that a document is not genuine, a referral must be made to the Trust's Local Counter Fraud Specialist (LCFS), who will provide advice on the next steps.

26.7. Where an employee is unable to provide a passport and instead provides a full birth certificate, a copy of the birth certificate should be emailed to the Trust's Local Counter Fraud Specialist (LCFS) who will contact the relevant council to check whether they have a record of the birth.

27. Qualifications

27.1. Copies of original certificates for all qualifications must be taken, if they are mentioned in the PS and essential for the post and saved in the EFS file. The copy should be signed and dated as a copy of an original document.

27.2. Where a certificate is in a different name from the candidate, the candidate must be asked to provide original evidence to explain the different names, for example a marriage certificate. Such evidence must be copied and signed and dated as a copy of an original document.

27.3. Any concerns regarding the authenticity of certificates should be referred to the Trust's Local Counter Fraud Specialist who will contact the awarding body.

27.4. For all posts that require professional body registration (NMC,GMC,HCPC) the recruitment officer will take a copy of the pin and check online if the registration is valid.

28. Disclosure & Barring Service

28.1. All appointments covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 are subject to a DBS check.

28.2. If a candidate has a DBS completed within the last 3 years and they have the certificate the Trust will accept that DBS as long as it is at the right level for the post they are being offered.

28.3. RO will send the successful candidate a DBS declaration form with the conditional offer letter.

28.4. The Trust Policy on (DBS) outlines the procedure for:

- obtaining DBS disclosures (including agency, volunteers, students and contractors)
- information declared by the applicant on DBS Declaration Form
- information revealed through a DBS disclosure
- the process for re-checking
- the portability of DBS checks
- Protection of Children Act (PoCA)
- Protection of Vulnerable Adults (PoVA)

28.5. DBS re-checks will be made on internal appointees if they haven't had a check in the previous 3 years.

28.6. Appointing Officers should pay particular attention to what level of DBS check the post in question should attract. Guidance for this can be found in the DBS policy.

29. References

29.1. Once the recruitment officer has received the successful candidate form, and interview notes plus other documents as proposed on page 19 for all candidates a conditional offer will be sent via email. References will be requested once a conditional offer has been sent.

29.2. The purpose of references is to check facts such as the applicant's qualifications and previous job history.

29.3. For internal staff that have been successful in obtaining another post within the Trust, only one reference is required from the current line manager.

29.4. For all bank/agency and external staff two references must be obtained, from the two most recent employers and must cover a period of 3 years.

29.5. References should be obtained from people who have actually managed the candidate or supervised them in an educational capacity.

29.6. If an applicant has worked only as a volunteer, references should be obtained from a person in a position of responsibility in relation to the applicant, for example a person with management responsibility. If necessary, character references may be undertaken if the applicant has not worked recently. This reference should come from someone in a position of responsibility (police, lawyer, doctor etc) that has known the applicant for at least 2 years.

29.7. Clinical References should be obtained from the applicant's clinical line manager and the medical director. Where this is not possible, Managers should seek advice from Human Resources.

29.8. Most organisations have a policy to only provide a basic factual reference which will confirm the candidate worked for them, the dates, the job title, salary and hours of work. **This does not mean this is an unsatisfactory reference.**

29.9. All references are obtained by the Recruitment Team either via email or via NHS Jobs.

29.10. References will be forwarded to the recruiting manager to view any concerns should be raised with the RO.

29.11. ***The Recruitment Officer should ensure the references cover a period of 3 years and are from a professional email address. Any gaps in employment must be discussed and notes to be saved in Electronic Filing System (EFS) file this is the responsibility of the Recruitment Manager.***

30. Occupational Health Checks

30.1. All staff must have a pre-appointment health assessment which complies with equality legislation and good occupational health practice. Health assessments will be done when a member of staff:

- Takes up their first post within the Trust (permanent or temporary), whether this is preceded by a period of training or not
- Changes job, where this involves a significant change of duties
- No applicant should be refused employment on health grounds unless:

- Expert occupational medical advice has been sought
- The applicant has had the opportunity to discuss issues raised with an occupational health professional
- The employing manager has fully considered all the facts (advice should be sought from Human Resources)

31. Start dates

31.1. Upon receiving the conditional offer letter, the candidate will be instructed to call the RM to arrange a potential start date. The candidate is given 5 days to call HR and arrange for the pre-employment appointment checks. At this appointment a DBS check will be submitted and all OH & Payroll forms will be taken.

31.2. If references are not back the candidate will be asked to prompt their given referees or provide an alternative.

31.3. Should pre-employment checks not be completed or be returned by the agreed provisional start date, the date will be delayed. Under no circumstances should an employee and manager agree a start date without having a confirmation letter from HR.

32. Confirmation of Start Date & Booking of Induction

32.1. Once we have 2 references, DBS & OH, the start date will need to be agreed between the candidate and RM.

32.2. Once this has been agreed, the date should be confirmed to the RO who will send out the confirmation letter confirming the date, induction dates and what to do on the first day.

32.3. Candidates will be asked to come to HQ, to collect their Trust ID Card and RiO/Smart card.

32.4. A RiO/ Smart card will not be issued if a Trust IT account has not been set up.

32.5. Further communication about induction will be sent direct to the RM and candidate from the Training Department.

33. Agency Staff

33.1. All agencies used by the Trust will be part of the London Agency Project (LAP) Agreement or Buying Solutions approved. These agencies are obliged to carry out pre-employment checks on their staff before supplying them to the Trust and provide evidence of their completion to RO responsible for agency requests before the locum/agency employee takes up their post. The Agency Workers Regulations 2010 results in agency workers qualifying for the basic terms and conditions after working for an organisation in the same role for a continuous period of 12 weeks (e.g. working 12 Mondays qualifies as continuous). To avoid potential claims of employment rights the recruiting manager needs to have effective monitoring systems to ensure that Agency staff leaves on the agreed date. If the recruiting manager wants to extend the agency workers contract, approval from the designated Executive Director should be obtained.

34. Honorary Contracts

34.1. The Trust will issue honorary contracts to staff that are coming from another NHS Trust; if the candidate's current Trust can confirm the right level of checks has been conducted no further pre-employment checks will be undertaken.

34.2. If for any reason the checks are not to our Trust requirements then the relevant checks will be conducted prior to commencing the contract.

34.3. RM's will agree the length of the contract and obtain contact details of their HR from the individual. RM to forward these details to RO and a Research Passport will be sent to the current employer to gain confirmation of the checks conducted.

34.4. RO to issue a contract to the individual and enter onto ESR.

34.5. If an honorary contract is for less than 6 months, the candidate will not be booked on to induction

34.6. Please refer to the Honorary contract process for additional information.

35. Work Placements

35.1. Work experience in any clinical settings should not be offered to anyone under the age of 18.

35.2. For work experience, at HQ where no clinics are undertaken the work placement forms need to be completed and HR will conduct the checks required.

36. Volunteers

36.1. All volunteers must contact the Trust volunteer co-ordinator

37. Payroll

37.1. Payroll Forms are sent via email with the conditional offer letter; candidates complete the documents and bring them to the pre-employment check appointment.

37.2. RO's will then enter the details onto ESR (HR Database) and send the paperwork to Payroll on or as close as possible to the start date.

37.3. Substantive staff are paid on a monthly basis, on the last Wednesday of the month. Bank staff are paid weekly. Any Bank staff transferring to a monthly payroll are required to complete all payroll paperwork again. Details cannot be copied over from their weekly records.

38. ID Badges & Smartcard (RiO Card)

38.1. Photos for the smart card and ID badge are taken at the pre-employment meeting. All staff are asked to come to East One on their first day to collect both cards.

38.2. Recruitment officers will complete the mandatory checks on ESR and then associate the records on NHS Spine Portal for Registration Authority on the first day. An invite to smartcards will be sent prior to the start date, this will ensure the new member of staff only comes to East One once.

38.3. RiO/Smart cards will NOT be issued if the new member of staff does not have an IT account set up. It is the RM's responsibility to request IT accounts.

38.4. HR will confirm to the staff member that ID badges must be worn whilst on site.

39. Withdrawal of Employment

39.1. Should an offer of employment need to be withdrawn from a candidate, the Recruiting Manager must contact the Recruitment Officer to inform them of the reasons why.

39.2. The RM should then liaise with the local HR manager or HR Advisor to seek legal guidance and assistance to draft the withdrawal letter.

39.3. This letter should confirm the reasons for the withdrawal and is to be signed by either local HR or the Recruiting Manager.

39.4. A copy should also be sent to the Recruitment Officer for the HR file.

39.5. The Recruitment Officer with liaise with the Recruiting manager, if a potential employee is not responding to request for information or confirming a start date.

39.6. RO will email the candidate and give them a date to respond or the offer will be withdrawn.

40. Flexible Working Policies

40.1. The Trust is committed to developing and implementing flexible working policies which will assist in the recruitment and retention of skilled and experienced employees who cannot work full-time.

41. Filling Posts Creatively

41.1. The Trust recognises that there are great difficulties in recruiting certain staff groups. Managers are encouraged to be creative in deciding how to fill posts, particularly where a post has been vacant for a long period of time. In particular, managers are encouraged to work with the Human Resources Department in reviewing the skill-mix within their service and thinking of innovative ways to recruit staff. This may include the use of alternative media, partnerships with other agencies, advertising posts as secondment opportunities, acting staff up etc.

42. Data Protection Act

42.1. The Trust will carry out all pre-employment checks in compliance with the Data Protection Act 1998. Information will only be obtained where it is essential to the recruitment decision.

42.2. Pre-employment checks will only be made after the verbal conditional offer has been made to the successful candidate and has been accepted.

43. Confidentiality

43.1. Short listing and interview panel members and members of the Human Resources Team will maintain the confidentiality of all information relating to the recruitment process until all candidates have been informed of the outcome of interviews.

44. Service Level Agreement (SLA) 44 Days to Recruit

44.1. The Recruitment Team and the RM's will work together to ensure we meet the SLA timescale.

44.2. The request to recruit has the SLA agreement, therefore each RM should review and plan each campaign with these times frames in mind.

45. Documentation

45.1. The Recruitment Team will ensure each employee has an electronic HR file which will have a checklist signed to confirm all the pre-employment checks have been satisfactory and the relevant documents have been saved into the file.

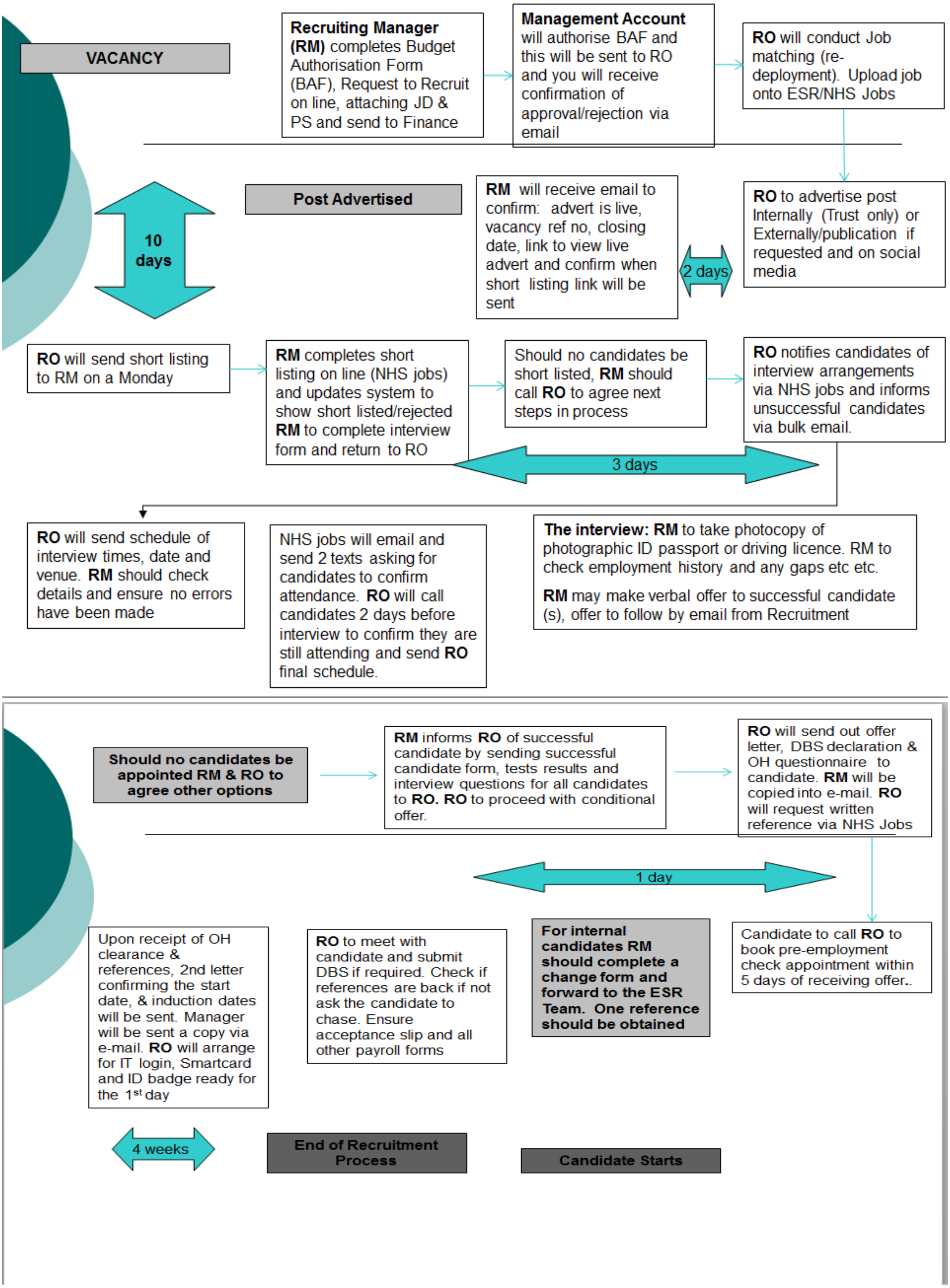
45.2. Each file will contain, the BAF, JD, PS, Interview notes, interview question template & scoring successful candidate form, conditional letter, confirmation letter, OH sent, OH Clearance, DBS clearance, 2 references, Passport, Visa, Proof of address, ID photo and all the payroll paperwork, WTD form, HR information form, acceptance slip, DBS declaration and a scanned version of the checklist.

45.3. The Job file will contain all the interview notes for the unsuccessful candidates, the interview arrangement form and the Request to Recruit. Once the successful candidate starts the Electronic Filing System file will be moved into the substantive folder and the Job File will be closed.

46. Policy Review

46.1. The Director of Human Resources & Corporate Affairs will monitor and review the policy and present any necessary changes to the Joint Staff Committee

Appendix A


VACANCY
Recruiting Manager (RM) completes Budget Authorisation Form (BAF), Request to Recruit on line, attaching JD & PS and send to Finance
Management Account will authorise BAF and this will be sent to RO and you will receive confirmation of approval/rejection via email
RO will conduct Job matching (re-deployment). Upload job onto ESR/NHS Jobs
10 days
Post Advertised
RM will receive email to confirm: advert is live, vacancy ref no, closing date, link to view live advert and confirm when short listing link will be sent
2 days
RO to advertise post Internally (Trust only) or Externally/publication if requested and on social media
RO will send short listing to RM on a Monday
RM completes short listing on line (NHS jobs) and updates system to show short listed/rejected RM to complete interview form and return to RO
Should no candidates be short listed, RM should call RO to agree next steps in process
RO notifies candidates of interview arrangements via NHS jobs and informs unsuccessful candidates via bulk email.
3 days
RO will send schedule of interview times, date and venue. RM should check details and ensure no errors have been made
NHS jobs will email and send 2 texts asking for candidates to confirm attendance. RO will call candidates 2 days before interview to confirm they are still attending and send RO final schedule.
The interview: RM to take photocopy of photographic ID passport or driving licence. RM to check employment history and any gaps etc etc.
RM may make verbal offer to successful candidate (s), offer to follow by email from Recruitment
Should no candidates be appointed RM & RO to agree other options
RM informs RO of successful candidate by sending successful candidate form, tests results and interview questions for all candidates to RO. RO to proceed with conditional offer.
RO will send out offer letter, DBS declaration & OH questionnaire to candidate. RM will be copied into e-mail. RO will request written reference via NHS Jobs
1 day
Upon receipt of OH clearance & references, 2nd letter confirming the start date, & induction dates will be sent. Manager will be sent a copy via e-mail. RO will arrange for IT login, Smartcard and ID badge ready for the 1st day
RO to meet with candidate and submit DBS if required. Check if references are back if not ask the candidate to chase. Ensure acceptance slip and all other payroll forms
For internal candidates RM should complete a change form and forward to the ESR Team. One reference should be obtained
Candidate to call RO to book pre-employment check appointment within 5 days of receiving offer..
4 weeks
End of Recruitment Process
Candidate Starts

Appendix B
Recruitment Process Guidance Notes.

These notes are linked to the steps in the process map

1. As soon as an employee hands in their notice, a leaver form should be sent to the ESR team to avoid over payment by the Recruiting Manager.

Before initiating the recruitment process, Recruiting Managers (RM) should review their team to see if they still require the same post to deliver the service. The RM should also review the Job Description (JD) and Person Specification (PS) to make sure that it is up-to-date and relevant. If this results in the JD being changed significantly, the role may need to be re-evaluated by the locality HR team. When reviewing the PS, if qualifications are marked as essential then the successful candidate must have that qualification and certificates must be obtained for the HR file.

To avoid any delays later RM should plan and agree timescales with members who will be involved in short listing & interviewing process, so times can be held in diaries a minimum of 3 individuals is required to ensure equality. RM's should also consider types of assessment (Interview, presentations, role-plays, online tests etc) at this stage and discuss them with the RO. RO's have different levels of numeracy and literacy tests that can be provided which are all conducted on line.

2. To commence the recruitment process the RM must complete the Budget Authorisation Form (BAF) and send to their Management Accountant (MA). No recruitment process can be initiated until the BAF has been authorised and returned to the RM. This form is designed to ensure Finance and HR has all the necessary information to ensure systems in both teams are accurate.

3. Upon receipt of the BAF, the relevant MA will check to see if there is sufficient budget to recruit to the relevant post. MA will also check whether the position already exists in ESR. If the post is new (either because of new funding or a role has been regarded), the MA will complete a 'New Position Form' and send it to the ESR team. MA should return the BAF to RM within 1 working day of receipt.

The ESR team will ensure they action the New Position Form within 1 working day of receipt and send the position number to the relevant Recruitment Officer.

4. RM will need to complete the Request to Recruit Form (R2R) and send it to the Recruitment Officer who looks after their area.

RM will need to provide all the necessary information regarding the role, including the JD and PS and wording for the advert.

In order to prevent delays in the system, it is advised that this is completed while awaiting the return of the BAF.

Unfortunately under no circumstances will the Recruitment Team action any requests to recruit until we have the following forms fully completed and authorised: BAF, R2R, JD and PS.

5. Upon receipt of the R2R, the appropriate Recruitment Officer (RO) will review the form and contact the RM within 1 working day to confirm receipt. This is the time for the RM and RO to agree the process going forward. The RO should check that they have all the required information at this time to complete the process.

If the RM requires advertising (or other routes to market) other than the online recruitment tool, the RO will advise on possible publications and websites. Please be aware that this can significantly add to the cost and timescales. Any advertising costs will need to be authorised by the RM's budget holder and all costs will be recharged.

RM's should put the interview date in the advert, this enables potential candidates to ensure they are available should they be shortlisted. The date can always be altered at a later stage. RMs are also requested to ensure that the contact name given in the advert is available during the lifetime of the advert.

6. RO will confirm when the post is live on the website, job reference number and log in details to the online recruitment tool.

7. At this stage the advert will be live online, for 10 working days.

The timeframe for the advert can be adjusted for shorter or longer periods after discussion with the relevant RO. Please bear in mind that shorter periods may result in insufficient applicants due to fewer people seeing the advert and being able to respond to it. Longer periods are especially useful at times of heavy annual leave use i.e. Christmas/New Year and summer, as there is more chance of the advert being seen.

Every advert will state we reserve the right to close adverts early if we receive a high volume of applications. All adverts will close once we have 50 completed applications. RM to agree with RO if they wish to extend this number, all applications will have to be reviewed when shortlisting.

RMs can review applications as and when applications are submitted; this is good practice for posts that are likely to attract large numbers of applicants to prevent delay in the short listing process and to establish the calibre of applicants.

RO will update candidate status on the online recruitment tool and confirm once this is done to RM, so that the short listing can be done.

All candidates should be reviewed against the criteria in the PS, please note that you CANNOT add *new* criteria.

Once the short listing has been completed, RM should update the candidate status and arrange interview slots, when scheduling interviews RM should book interview room and any equipment that is needed. Adequate gaps should be left between each interview slot to avoid over-running. This should take place within 2 working days, this time should have been pre-booked in diaries prior to the recruitment process commencing. Please note that if interviews are taking place for more than one day then the panel should be the same for all days to avoid discrimination.

If there are no suitable applicants at this stage, the RM should discuss with the RO what the next steps should be. At the time of re-advertising the post, the content should be reviewed with the aim of attracting candidates. Other routes to market such as recruitment agencies may be wished to be considered in extreme cases.

RO will notify all candidates who are short listed via the online recruitment tool along with an SMS through NHS net to log on and confirm interview slot and inform unsuccessful candidates. RM is responsible for providing feedback to any candidate who requests it. It is therefore recommended that the RM keeps notes of all short listing decisions.
RO will e-mail RM all the relevant forms that will be required for the interview: these are: Successful candidate form, Interview questions template, Reference form, RA01 (for RiO card) and the Feedback questionnaire.

RM can log on to the online recruitment tool and check the interview schedule.

On the day of the interview RM should ensure the room is accessible and ready (taking into account any disability related requirements from shortlisted candidates, taking into consideration offering candidates water, layout of room etc. RM should inform reception of candidate names and agree who will meet and greet the candidate from reception to the interview room.

At the interview RM should check and photocopy the candidates passport & visa details along with professional Pin, professional qualifications & payslip, RM should check telephone & E-mail details for referees, if the PS states qualifications are essentials for the post proof should be seen. All candidates are asked to bring the above documentation to interview.

RM is able to make a verbal conditional offer the post to the successful candidate verbally, prior to offering verbally RM MUST check the non-employable staff spreadsheet to ensure we are not employing staff who have left previously whilst under investigation or due to professional misconduct. RM should inform candidate they will receive confirmation from HR.

If after the interviews RM is unable to appoint a suitable candidate RM should contact the RO to discuss further options.

After the verbal offer has been made RM should complete the Successful Candidate form (SC) and scan the interview notes as soon as possible and forward to RO, so an offer letter can be sent out.

PLEASE ENSURE THE SUCCESSFUL CANDIDATE IS INFORMED THE OFFER IS CONDITIONAL AND WE MAY WITHDRAW SHOULD THE PRE EMPLOYMENT CHECKS NOT BE SATISFACTORY TO US, THESE CHECKS INCLUDE, REFERENCSES, ***DBS*** *DISCLSORE AND OCCUPATIONAL HEALTH.*

References and Occupational Health should not take longer than 2 working weeks to obtain, especially if the candidate assists the Trust in ensuring they chase their own referees and attend any Occupational Health appointments promptly.

The RO will also contact all unsuccessful interviewees through NHS Jobs for all posts. RM may wish to contact the unsuccessful applicants directly (this is at the RM's discretion but is good practice). All internal candidates must be contacted by the RM and face to face feedback must be given.

8. The RM should inform the RO of the successful candidates (SC) within 1 working day of making a decision. They should make it clear what has been decided about the SC's notice and start date. This must be done by completing a successful candidate form and sending all the photocopies (passport, visa, professional pin, qualifications and payslip.

Upon receipt of all the above forms from the RM, RO will send SC a conditional offer letter, ***DBS*** declaration form, OH questionnaire and payroll forms. SC will complete all forms then contact RM to agree a potential start date and book an **appointment *for pre-employment checks*** with the RO.

If the SC is already a member of ELFT staff the RO will issue an internal offer letter. It is then the responsibility of the RM and the SC to negotiate a start date with the SC's current line manager. When the internal candidate starts, the RM should complete a change form and send it to the ESR team informing them of all the changes. If the SC was a bank employee and is now substantive, a New Starter Form needs to be completed by the RO***. For all internal candidates 1 reference from the current managers will be obtained. OH will be completed if the SC is changing job type ie from admin to clinical or started with the Trust more than 5 years ago.***

Upon receipt of OH clearance and references a confirmation letter will be sent to SC confirming start date and induction dates. RM will receive a copy of the induction timetable from the Training Department. A copy of the letter will be sent to SC & RM.

All New Starters are booked to attend the Trust Corporate Induction (the first Monday of the month unless that Monday is a Bank Holiday).

Appendix C
Acceptable documentary evidence for proof of identity

List 1: Acceptable photographic personal identification

Employers should, in the first instance, always try to obtain photographic documents to verify a person's identity and this should be compared with the applicant's likeness by conducting a face-to-face meeting. Acceptable documents of photographic personal identification include:

- Valid UK (Channel Islands, Isle of Man or Irish) passport or EU/other nationalities passport
- Valid passports of non-EU nationals and other valid evidence relating to their immigration status and permission to work
- UK full or provisional photo-card driving licence
- EU/other nationalities photo-card driving licence (valid up to 12 months up to the date of when the individual entered the UK and providing that the person checking is confident that non-UK photo-card driving licences are bona fide)
- Biometric Residence Permit (formerly known as identity cards for foreign nationals) (UK)
- HM Armed Forces Identity card
- ID cards carrying the PASS accreditation logo (UK and Channel Islands), for example a UK Citizen ID card. This card can be applied for by residents of the UK and is verifiable with similar security marks to UK passports and driving licences.

Any other document that is not listed above, for example organisational ID cards, must not be accepted.

What to do if no acceptable photographic identification documents are available

If an individual genuinely cannot provide any form of acceptable photographic personal identification as outlined within List 1 above, then the following combination of documentary evidence should be requested:

- two documents confirming their current address from List 2
- two forms of non-photographic personal identity from List 3; and
- a passport sized photograph of themselves.

Each of the documents provided should be from a different source and photographs must be endorsed on the back with the signature of a person of some standing in their community. A person of some standing in their community may be a magistrate, medical practitioner, officer of the armed forces, teacher, lawyer, bank manager or civil servant who has known them for at least two years.

The photograph should be accompanied with a signed statement from that person, stating the period of time they have known the applicant. Always check that signature provided in the statement matches the one on the back of the photograph, and that it contains a legible name, address and telephone number so that information can be verified.

List 2: Acceptable confirmation of address documents

Acceptable documents for confirmation of address include:

- utility bill (gas, water, electricity or land-line telephone), or a certificate from a utility supplier confirming the arrangement to pay for the services on pre-payment terms at a fixed address. More than one utility bill may be accepted if these are from two different suppliers. Utility bills in joint names are also permissible (UK)*
- local authority tax statement – for example, a council tax statement (UK and Channel Islands)**
- UK full or provisional driving licence– if not already presented as a personal photographic identity
- UK full driving licence (old-style paper version), old-style provisional driving licences are not acceptable
- most recent HM Revenue & Customs tax notification (i.e. tax assessment, statement of account, notice of coding but not a P45 or P60)**
- financial statement such as bank, building society, or credit card statement* (UK and EEA. Non EEA statements must not be accepted)
- credit union statement (UK)*
- mortgage statement from a recognised lender** (UK and EEA – non EEA statements must not be accepted)
- local council rent card or tenancy agreement*
- Evidence of entitlement to DWP, benefits such as child allowance, pension etc (UK) **
- confirmation from an electoral register search that a person of that name lives at the claimed address.**

List 3: Acceptable non-photographic proof of personal identification Documents

- Full birth certificate (UK and Channel Islands) issued after the date of birth by the General Register Office or other relevant authority, for example registrars
- full birth certificate issued by UK authorities overseas, such as embassies, high commissions and HM Forces
- UK full old-style paper driving licence – old-style provisional driving licences are not acceptable
- work permit/residency permit (UK) valid up to the expiry date
- adoption certificate (UK and Channel Islands) marriage or civil partnership certificate (UK and Channel Islands)
- divorce, dissolution or annulment papers (UK and Channel Islands)
- gender recognition certificate
- deed poll certificate
- firearms certificate/licence (UK, Channel Islands and Isle of Man)

- police registration document
- certificate of employment in the HM Forces (UK) Evidence of entitlement to DWP, benefits such as child allowance, pension etc (UK)**
- a document from a local/central government authority or local authority giving entitlement such as Employment Services, Job Centre, Social Security Services (UK and Channel Islands)*
- most recent tax notification from HM Revenue and Customs (i.e. tax assessment,
- statement of account, notice of coding, P45 or P60 (UK and Channel Islands).**

*All documents must be dated within the last three months, unless there is good reason for it not to be, for example where there is clear evidence that the individual was not living in the UK for three months or more. These documents must contain the name and address of the applicant.

** All documents must be dated within the last 12 months.
Not denoted means that the document can be more than 12 months old.

Acceptable documents for those who have recently left full time education (16 to 19 year-olds)

When appointing someone who has recently left full-time education you should ask for

1. One form of personal photographic identity: A valid and in-date identity card carrying the PASS accreditation logo (UK, including Channel Islands and Isle of Man), such as a UK Citizen ID card or a Connexions card

   A passport-sized photograph that is counter-signed by a person of some standing in the and

2. Two forms of documentary evidence from the list below: *All documents must be dated within the last six months, unless there is good reason for it not to be, for example where there is clear evidence that the individual was not living in the UK for six months or more. ** All documents must be dated within the last 12 months. Not denoted means that the document can be more than 12 months old. A grant or student loan agreement from a local education authority (UK).
3.
4. A full birth certificate (UK and Channel islands) issued after the date of birth by the General Register Office or other relevant authority, for example registrars. A full birth certificate issued after the date of birth by UK authorities overseas, such as embassies, high commissions and HM forces.

5. National Insurance card, or letter from the HM Revenues and Customs, Job Centre or Employment Services evidencing the issue of a National Insurance number.

6. A letter from their head teacher, tutor or college principal (UK), verifying their name and other relevant information, for example, address and date of birth.

7. A document from a local/central government authority or local authority giving entitlement such as Employment Services, Job Centre, Social Security Services (UK and Channel Islands).

8. * A qualification certificate

Acceptable documents for refugees and asylum seekers

Refugees will not normally have a passport and are unlikely to have copies of other official documents, such as birth certificates or photo identity cards. When granted leave to remain in the UK, a refugee will be issued with an Immigration Status Document (ISD) by the Home Office, which will indicate their refugee status. This document can be used to verify both their identity and their right to work in the UK. They may also have a travel document which can be accepted to verify their identity.

Appendix C
Acceptable documentary evidence for proof of identity

List 1: Acceptable photographic personal identification
Employers should, in the first instance, always try to obtain photographic documents to verify a person's identity and this should be compared with the applicant's likeness by conducting a face-to-face meeting. Acceptable documents of photographic personal identification include:

- Valid UK (Channel Islands, Isle of Man or Irish) passport or EU/other nationalities passport
- Valid passports of non-EU nationals and other valid evidence relating to their immigration status and permission to work
- UK full or provisional photo-card driving licence
- EU/other nationalities photo-card driving licence (valid up to 12 months up to the date of when the individual entered the UK and providing that the person checking is confident that non-UK photo-card driving licences are bona fide)
- Biometric Residence Permit (formerly known as identity cards for foreign nationals) (UK)
- HM Armed Forces Identity card
- ID cards carrying the PASS accreditation logo (UK and Channel Islands), for example a UK Citizen ID card. This card can be applied for by residents of the UK and is verifiable with similar security marks to UK passports and driving licences.

Any other document that is not listed above, for example organisational ID cards, must not be accepted.

What to do if no acceptable photographic identification documents are available
If an individual genuinely cannot provide any form of acceptable photographic personal identification as outlined within List 1 above, then the following combination of documentary evidence should be requested:

- two documents confirming their current address from List 2
- two forms of non-photographic personal identity from List 3; and
- a passport sized photograph of themselves.

Each of the documents provided should be from a different source and photographs must be endorsed on the back with the signature of a person of some standing in their community. A person of some standing in their community may be a magistrate, medical practitioner, officer of the armed forces, teacher, lawyer, bank manager or civil servant who has known them for at least two years.

The photograph should be accompanied with a signed statement from that person, stating the period of time they have known the applicant. Always check that signature provided in the statement matches the one on the back of the photograph, and that it contains a legible name, address and telephone number so that information can be verified.

List 2: Acceptable confirmation of address documents
Acceptable documents for confirmation of address include:

- utility bill (gas, water, electricity or land-line telephone), or a certificate from a utility supplier confirming the arrangement to pay for the services on pre-payment terms at a fixed address. More than one utility bill may be accepted if these are from two different suppliers. Utility bills in joint names are also permissible (UK)*
- local authority tax statement – for example, a council tax statement (UK and Channel Islands)**
- UK full or provisional driving licence– if not

already presented as a personal photographic identity
- UK full driving licence (old-style paper version), old-style provisional driving licences are not acceptable
- most recent HM Revenue & Customs tax notification (i.e. tax assessment, statement of account, notice of coding but not a P45 or P60)**
- financial statement such as bank, building society, or credit card statement* (UK and EEA. Non EEA statements must not be accepted)
- credit union statement (UK)*
- mortgage statement from a recognised lender** (UK and EEA – non EEA statements must not be accepted)
- local council rent card or tenancy agreement*

- Evidence of entitlement to DWP, benefits such as child allowance, pension etc (UK) **
- confirmation from an electoral register search that a person of that name lives at the claimed address.**

List 3: Acceptable non-photographic proof of personal identification Documents
- Full birth certificate (UK and Channel Islands) issued after the date of birth by the General Register Office or other relevant authority, for example registrars full birth certificate issued by UK authorities overseas, such as embassies, high commissions and HM Forces
- UK full old-style paper driving licence – old-style provisional driving licences are not acceptable
- work permit/residency permit (UK) valid up to the expiry date
- adoption certificate (UK and Channel Islands) marriage or civil partnership certificate (UK and Channel Islands)
- divorce, dissolution or annulment papers (UK and Channel Islands)
- gender recognition certificate
- deed poll certificate
- firearms certificate/licence (UK, Channel Islands and Isle of Man)
- police registration document
- certificate of employment in the HM Forces (UK) Evidence of entitlement to DWP, benefits such as child allowance, pension etc (UK)**
- a document from a local/central government authority or local authority giving entitlement such as Employment Services, Job Centre, Social Security Services (UK and Channel Islands)*
- most recent tax notification from HM Revenue and Customs (i.e. tax assessment,
- statement of account, notice of coding, P45 or P60 (UK and Channel Islands).**

*All documents must be dated within the last three months, unless there is good reason for it not to be, for example where there is clear evidence that the individual was not living in the UK for three months or more. These documents must contain the name and address of the applicant.

** All documents must be dated within the last 12 months.
Not denoted means that the document can be more than 12 months old.

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When appointing someone who has recently left full-time education you should ask for

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    - A passport-sized photograph that is counter-signed by a person of some standing in the and

- Two forms of documentary evidence from the list below: *All documents must be dated within the last six months, unless there is good reason for it not to be, for example where there is clear evidence that the individual was not living in the UK for six months or more. ** All documents must be dated within the last 12 months. Not denoted means that the document can be more than 12 months old. A grant or student loan agreement from a local education authority (UK).

- A full birth certificate (UK and Channel islands) issued after the date of birth by the General Register Office or other relevant authority, for example registrars. A full birth certificate issued after the date of birth by UK authorities overseas, such as embassies, high commissions and HM forces.

- National Insurance card, or letter from the HM Revenues and Customs, Job Centre or Employment Services evidencing the issue of a National Insurance number.

- A letter from their head teacher, tutor or college principal (UK), verifying their name and other relevant information, for example, address and date of birth.

- A document from a local/central government authority or local authority giving entitlement such as Employment Services, Job Centre, Social Security Services (UK and Channel Islands).

- * A qualification certificate

Acceptable documents for refugees and asylum seekers

Refugees will not normally have a passport and are unlikely to have copies of other official documents, such as birth certificates or photo identity cards. When granted leave to remain in the UK, a refugee will be issued with an Immigration Status Document (ISD) by the Home Office, which will indicate their refugee status. This document can be used to verify both their identity and their right to work in the UK. They may also have a travel document which can be accepted to verify their identity.

Appendix D –Right to work Checklist

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/378926/employers_right_to_work_checklist_november_2014.pdf

Home Office

Right to Work Checklist

Name of person:	
Date of check:	
Type of check:	Initial check before employment ☐ Follow-up check on an employee ☐

Step 1 Obtain

- You must **obtain original** documents from either **List A** or **List B** of acceptable documents.

List A

1. ☐ A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. ☐ A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
3. ☐ A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office, to a national of a European Economic Area country or Switzerland.
4. ☐ A Permanent Residence Card issued by the Home Office, to the family member of a national of a European Economic Area country or Switzerland.
5. ☐ A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
6. ☐ A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
7. ☐ A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
8. ☐ A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
9. ☐ A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
10. ☐ A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

List B Group 1

1. ☐ A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2. ☐ A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
3. ☐ A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
4. ☐ A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

List B Group 2

1. ☐ A Certificate of Application issued by the Home Office under regulation 17(3) or 18A(2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice from the Home Office Employer Checking Service.
2. ☐ An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
3. ☐ A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

Step 2 Check	
• You must **check** that the documents are genuine, that the person presenting them is the prospective employee or employee, the rightful holder and allowed to do the type of work you are offering.	
1. Are photographs consistent across documents and with the person's appearance?	**Yes** ☐ **No** ☐ **N/A** ☐
2. Are dates of birth consistent across documents and with the person's appearance?	**Yes** ☐ **No** ☐ **N/A** ☐
3. Are expiry dates for time-limited permission to be in the UK in the future i.e. they have not passed (if applicable)?	**Yes** ☐ **No** ☐ **N/A** ☐
4. Have you checked work restrictions to determine if the person is able to work for you and do the type of work you are offering? (for **students** who have limited permission to work during term-times, you **must** also obtain, copy and retain details of their academic term and vacation times covering the duration of their period of study in the UK for which they will be employed)	**Yes** ☐ **No** ☐ **N/A** ☐
5. Are you satisfied the document is genuine, has not been tampered with and belongs to the holder?	**Yes** ☐ **No** ☐ **N/A** ☐
6. Have you checked the reasons for any different names across documents (e.g. marriage certificate, divorce decree, deed poll)? (Supporting documents should also be photocopied and a copy retained.)	**Yes** ☐ **No** ☐ **N/A** ☐

Step 3 Copy
You must make a clear **copy** of each document in a format which cannot later be altered, and retain the copy securely: electronically or in hardcopy. You must copy and retain: **1.** ☐ **Passports**: any page with the document expiry date, nationality, date of birth, signature, leave expiry date, biometric details and photograph, and any page containing information indicating the holder has an entitlement to enter or remain in the UK and undertake the work in question. **2.** ☐ **All other documents**: the document in full, both sides of a Biometric Residence Permit. You must also record and retain the date on which the check was made.

Know the type of excuse you have	
If you have correctly carried out the above 3 steps you will have an excuse against liability for a civil penalty if the above named person is found working for you illegally. However, you need to be aware of the type of excuse you have as this determines how long it lasts for, and if, and when you are required to do a follow-up check. The documents that you have checked and copied are from: **1. List A** ☐ You have a **continuous statutory excuse** for the **full duration** of the person's employment with you. You are **not** required to carry out any repeat right to work checks on this person. **2. List B: Group 1** ☐ You have a **time-limited statutory excuse** which expires when the person's permission to be in the UK expires. You should carry out a **follow-up check when the document evidencing their permission to work expires.** **3. List B: Group 2** ☐ You have a **time-limited statutory excuse** which expires 6 months from the date specified in your Positive Verification Notice. **This means that you should carry out a follow-up check when this notice expires**.	
Date follow-up check required:	

Appendix E
Interview Arrangement Form

Job Title	
Job Ref	
Interview Date:	
Venue Address: **(Please book room prior to sending the form)**	**Room:**
On arrival candidates should report to:	

Shortlisted Candidates INTERVIEW TIMIINGS (GENERALLY 45 MINUTES PER CANDIDATE – MINIMUM):

Candidate Reference or Name	Time	Candidate Reference or Name	Time

Assessment Details: are candidates required to sit a test or prepare a presentation for the interview? If so please provide details below? (Please note it is the recruiting manager's responsibility to organise equipment for presentations etc)

Interview Panel: Please note at least one member of panel should have attended Recruitment & Selection training.
IF THIS POST HAS CLINICAL RESPONSIBILITIES, YOU MUST ENSURE YOU HAVE A PANEL MEMBER PRESENT FROM THE APPROPRIATE SPECIALITY ***Short Listing completed by: (should be 3 members)***

Name	Job Title	Attended Recruitment & Selection Training (please indicate)	
		YES	NO
		YES	NO
		YES	NO

PLEASE NOTE ALL BANDS 7 AND ABOVE ROLES MUST HAVE A SERVICE USER REPRESENTATIVE. YOU NEED TO ARRANGE FOR A SERVICE USER REPRESENTATION BY CONTACTING PEOPLE PARTICIPATION ON: People.Participation@eastlondon.nhs.uk

Name	Job Title	Attended Recruitment & Selection Training (please

		indicate)
		Yes No
		Yes No
		Yes No

Name: ____

Job Title:__________________________________

Tel number: ___________________________________

Appendix F Interview Questions Template

Interview Scoring: 0 = Criteria not met   1 = Partially Met   2= Fully Met/Exceeded

Questions	Answer to include	Comments	Score
Can you tell us about yourself and what has prepared you for this role? (NB.This is an opportunity to explore employment history and question any gaps and capture reasons given).	• Academic achievements • Work experience • Interests • Skills		
What knowledge, skill and abilities do you consider important for this post?	• Leadership qualities • Organisational skills • People management skills • Interpersonal skills • IT skills • Training/development skills • Negotiation & Influencing skills		
Managers to make a visual assessment on candidates at the time of interview, to observe any obvious mobility/ breathing/ health factors that might inhibit their ability to attend PMVA training/ be part of RRT/ ENT/ carry out all aspects of the job role e.g. the role of escorting within hospital grounds (up and down stairs) and into community settings	•		
Consideration should be given to any offer of employment in specific areas where any identified health concern limits their capacity to take part in all aspects of the role. Could an alternate role/ clinical area be considered until such time as they are fit to attend training?	•		
Do you have any spent or unspent criminal convictions that you wish to disclose to us?	•		
Panel Decision: Successful / Unsuccessful Total Score			