

PRE-EMPLOYMENT SCREENING INFORMATION FOR CANDIDATES

This leaflet provides an overview of the Pre-employment screening process and the documents required to expedite this process. Where appropriate, you will need to bring relevant documents with you to your interview.

There are five pre-employment checks, which must be completed before you can commence employment with the Authority. These are:

1. A Police Disclosure (from the Criminal Records Bureau)
2. Overseas Criminal Clearance / Certificate of Good Conduct for Foreign Nationals and British Nationals who have resided in another country in the last five years.
3. Proof of eligibility to reside and work in the United Kingdom
4. Proof of relevant qualifications/GTC Registration
5. Two satisfactory references, one of which should be from your current or previous employer if you are unemployed.
6. A Medical Check

1. CRB SCREENING

CRB disclosure (Enhanced or Standard) is compulsory for all staff whose work involves contact with children or vulnerable adults

You will not be able to commence employment until clearance has been received.

You will therefore need to complete the attached CRB disclosure application form and bring it to the interview along with the relevant documents as outlined in the Applicant's guide to completing the CRB application form.

2. ELIGIBILITY TO RESIDE AND WORK IN THE UNITED KINGDOM

It is a requirement by law that checks are carried out to establish your eligibility to reside and work in the UK. Any offer of employment is therefore subject to verification that you are eligible to reside and work in the United Kingdom. You must therefore read the leaflet entitled 'Prevention of Illegal Working – Home Office Regulations May 2004, A Guide for Candidates' carefully and ensure that you bring relevant documents to the interview. These documents will be photocopied and retained with your personal file if you are appointed.

3. PROOF OF QUALIFICATIONS

In addition, you are required to produce proof of relevant qualifications for the post. Teachers/Headteachers are required to provide copies of their Teachers Certificates and Headteacher qualification. In addition, if you are a Newly Qualified Teacher you will need to provide evidence that you have passed the relevant skills tests.

4. REFERENCES

Two satisfactory references, one of which should be from your current or previous employer, if you are unemployed. These will be requested prior to your interview unless you indicate otherwise, and will be required before you can commence employment.

If references are not available prior to the interview, any offer made will be conditional.

5. MEDICAL CHECK

Wolverhampton City Council is concerned about the health and safety of its employees. Managers have identified the duties of your proposed post and every effort will be made to minimise any potential health risks. Where appropriate, all reasonable adjustments will be made in an effort to employ people who have medical conditions or disabilities, which may affect their ability to carry out the job.

You will be asked to complete a pre-employment health declaration form at interview. If any issues are highlighted on the form, you will be sent a more detailed health questionnaire, for you to complete and send directly to the Occupational Health Unit. You may be asked to attend for a health interview or medical examination with an Occupational Health Nurse or Occupational Health Physician.

RETENTION OF DOCUMENTS

Documents provided will be photocopied where appropriate, and retained on your personal file if you are appointed. If you are not appointed copies of the documents will be retained for 6 months.

Table 1 provides a summary of the key documents you will need to bring with you at interview. For a comprehensive list of documents required please refer to the following:

- 'Prevention of Illegal Working – Home Office Regulations May 2004, A Guide for Candidates'
- The applicant's guide to completing the CRB application form