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***Guidance on pre-employment checks***

***The following employment checks will take place before and during the early stages of your employment:***

***Your offer of employment is subject to these checks being satisfactory, therefore it is important that you discuss any concerns you have with us at the earliest opportunity.***

***Two satisfactory references***

*We will contact your referees using the information you have provided us with. One of your referees must be your current or most recent employer.*

*If you do not want us to contact your current employer because you have not yet told them you are leaving, please ensure you tell the Home Manager or make a note on your application from*

***Occupational health clearance***

*We ensure that all new starters are fit to be able to carry out the job we have offered. It is important to us to be assured that you are safe and are capable of carrying out the tasks as part of your role, similarly we are keen to learn where this might not be the case and where we can undertake to support you in your role either temporarily or permanently. It is very important that you are open and honest about any issues or concerns that may affect your ability to undertake you role. If you don’t tell us then we don’t know and cannot endeavour to support you. We will provide you with a form to complete about your health and your role please complete this to the best of your ability. This form then goes to our occupational health department where it is assessed by a health professional, they may choose to contact you to discuss it further. They will then produce a report stating whether or not you are fit for work and if there is anything we need to consider. If there is something for us to consider, your manager will discuss this with you. Please do not assume that your application will be rejected because our health professionals have raised an issue.*

***Satisfactory Enhanced Disclosure from the disclosure and barring service***

*We undertake this check to ensure that all our employees do not have any criminal records or cautions that would prevent them working in care or with venerable people. It is important that you tell us if you have any convictions or cautions as we do consider the circumstances and details of each case carefully, so do not assume that you will automatically be rejected for a role.*

*You are required to complete a form that asks for your address/addresses over a period of time and we will also ask to see identification paperwork.*

*Your application will be submitted and will take a number of days, and in some cases weeks, to return. The certificate will be posted to you and it is your responsibility to bring it in to your manager so that it can be checked and the identification number be kept on your file. We also keep a copy for 6 months securely in the home, after which it is destroyed. Please note that due to the cost of this application, should you leave the company within 4 months of your start date you will be recharged the cost of your DBS search.*

***Proof of eligibility to work in the UK.***

*We have a legal requirement to check every potential employee to see if they have a legal right to work in the UK. We will ask you to provide a share code or documents provided by the Home Office and will copy and keep these on your file for the duration of your employment. If you have time sensitive documents you will be required to provide new share codes or documents before you old documents expire, or provide us with confirmation that you have an application in process and have the right to work while this application is being considered.*