

Pre-Employment Guidance for Applicants



Pre-employment screening is a series of checks we carry out to help us make informed decisions about the suitability of individuals to carry out work at Coverage Care Services Ltd (Coverage Care).

These checks make sure we comply with current legislation and are essential to assure the integrity of our organisation and the safety of staff and individuals in our care. All successful applicants will undergo pre-employment checks. If you are not able to comply with our requirements, our offer of employment will be withdrawn.

Our pre-employment checks comprise of:

- Identity and minimum of 5 years' personal address history
- Confirmation of Right to Work in the UK
- Criminal Convictions history and DBS check
- Employment history and minimum of two satisfactory references
- Professional Registration / qualifications check applicable to the role
- Health assessment

Proof of ID and Address Documentation

You'll need to provide us with supporting documentation to confirm your identity and address. All documents you provide must be in your current name; at least one must include your date of birth, at least one must verify your address, and at least one must include a photograph. Some documents, such as a UK picture driving licence, will have all three of these.

Proof of Right to Work Documentation

You must have a valid and current right to work in the UK before you can start work with us. We'll need to see the original proof of this.

British or Irish Citizens

Your right to work in the UK can be evidenced by the production of either:

- A British passport or
- An Irish passport or passport card

Or:

- A UK birth or adoption certificate
- An Irish birth or adoption certificate
- A Certificate of Registration or Naturalisation as a British Citizen

Plus:

- A letter or document from your previous employer or a government agency showing your name and National Insurance number (e.g., P45 or Tax Code Notice)

Non-British or Non-Irish Citizens

Your right to work in the UK can be evidenced by the production of either:

- A Share code – you can only use this service if you have a UKVI account. You'll have a UK Visas and Immigration account if you've ever:
 - ✓ applied to the EU Settlement Scheme
 - ✓ used the 'UK Immigration: ID Check' app to prove your identity when applying for a visa
 - ✓ created one when applying for a visa (you'll have received a UKVI account confirmation email)

Or:

- Your original immigration documents.

Criminal Convictions

Many roles at Coverage Care are exempt from the Rehabilitation of Offenders Act 1974 as they involve working with vulnerable adults. This means you must declare all convictions (including those classed as spent under the Act) except parking offences. This includes any criminal or civil offence you have been found guilty of, if you have been the subject of proceedings which may lead to a conviction. Or an order binding you over, or a caution. These may be in the UK or elsewhere in the world. You must tell us if you have any convictions or cautions so we can consider the circumstances and details of each case carefully. If you have a conviction or caution, this does not automatically exclude you from working for us.

If you have lived outside of the UK for more than three months in the last ten years, you must provide us with a Certificate of Good Conduct from each country you lived in.

You will also be subject to an enhanced DBS check with the Disclosure and Barring Service. All employees are required to register with the DBS update service. This is a safeguarding requirement.

References

We'll need a minimum of two references covering the previous five years of your employment, such as:

- **References from two employers covering a minimum of five years' employment.** One must be from your current or last employer. If this was for a period of more than five years, a further work reference will be sought.
- **For applicants from full-time education with no or little previous work history,** a reference will be required from your previous educational institute, plus one from a volunteering establishment or a character reference. A reference from part-time work is also acceptable.

- **For applicants with no recent work history**, a reference will be required from your last employer plus one from a volunteering establishment or a character reference.
- A character reference is from someone who is not a relative or close friend.

Where there are gaps in employment, you must provide a statement confirming the reason(s) for the gap(s) and supply supporting evidence if required to do so.

Professional Registration / qualifications

Some of our roles have essential qualifications attached. If you have applied for one of these roles, the Professional Registration / qualifications required will be as shown in the job description. You'll need to provide proof of registration or qualification.

Health Assessment

As part of our employment checks, you will be asked to complete a Post offer of employment Health Screening Form which will help determine your physical and mental fitness to undertake the role offered. We may ask for your responses to be reviewed by an Occupational Health (OH) practitioner who may wish to talk to you about them.

Please be open and honest about any issues or concerns you have that may affect your ability to undertake your role. If you don't tell us, we don't know, and cannot therefore provide support to you. Please do not assume that an offer of employment will be automatically withdrawn just because you have disclosed a health issue to us.