

Employment checks

What you need to know

What are employment checks?

Before you start working for an employer they are required by law to carry out certain employment checks. The checks are to make sure that you have the right to work in the UK and that you are who you say you are. You will not be able to start work in your new job until the required checks are completed.

There are up to six employment checks you may need to complete (you may only need to complete some of them). These are:

- right to work check
- identity check
- disclosure and barring service (DBS) check (also known as a criminal record check)
- work health assessments
- qualifications check, and any relevant experience. (Sometimes experience may be regarded as equivalent to certain essential qualifications and references).

Why are employment checks done?

- to make sure you can legally work in the UK
- to confirm that you are who you say you are
- to check whether you are suitable for the job. For example, if you are likely to be working with vulnerable people, a DBS check will need to be done which is required by law
- to make sure you are fit for work or, if there are any adjustments that your employer can make for you
- to identify what skills you have, your abilities and general character and to make sure you have the skills your employer needs.



What documents do you need?

The documents listed below are used to fulfil the requirements of the identity check, most of the documents can also be used for the other checks.

Generally you would need:

- two forms of photographic ID such as a passport, driving license or ID card carrying the PASS accreditation logo and,
- one proof of address such as a bank account statement, letter from HMRC, or a utility bill.

If you don't have any of the above documents you will need:

TWO of the following:

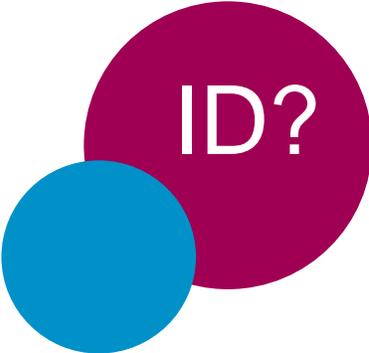
- full birth certificate
- your national insurance card or proof of NI number
- a letter from your head teacher or tutor
- a document from a government authority such as Jobcentre Plus
- student loan or grant agreement from local education authority

AND

A passport photo signed on the back by someone such as:

- your teacher
- GP or doctor
- bank manager

They will also have to provide a signed statement saying how long they have known you. Whoever you choose needs to have known you for at least two years. A full list of which documents you can use and who you can ask to vouch for you will be available from your employing organisation.



ID?

How long do the checks take?

It's hard to say, your new employer will request the information they need as soon as possible after your interview. Depending on the information needed it could take a few days for your checks to be approved. However being recruited into the NHS can often be a slow process which could take several weeks. You should ask your employer to keep you updated regularly on progress and timescales.

What you need to do now

- Take your original documents (they cannot be photocopies), to your new employer as soon as possible so they can begin doing the employment checks. This should speed up the process to allow you to start work.
- Keep in touch with your new employer to check on progress and ask if there is anything you could be doing while you are waiting. For example your employer might suggest you contact your referee and ask them to complete your reference.