



## Preferred Candidate – The Next Steps

NHS Education for Scotland (NES) is required to carry out the following pre-employment checks.

1. **Reference Checks** - We will contact the referees provided on your application form. As we are required to reference the **last 3 years of employment** we may contact you for further information.

**ACTION** - Please provide us with permission to approach your referees by return email. Please ensure you have provided us with the correct contact details for your referees and that they will be available to complete the request.

2. **Verification of Documents** - NES is required to verify your identity, right to work in the UK and your qualifications and professional registration.

**Please read the attached document ‘Preferred Candidate – Required Documents’ which provides full information on the documents you are required to submit to the Recruitment Team.**

**ACTION** - Please send us your scanned identity, right to work and qualification documents via email to [Recruitment.HR@nes.scot.nhs.uk](mailto:Recruitment.HR@nes.scot.nhs.uk).

You will also be required to bring the originals of any documents you submit to the office where the post is based. We will contact you to arrange this at a mutually agreeable time. This must happen prior to any written offer of employment being made. These will be checked against the copies you submit and retained on your personal file.

3. **Pre-employment Occupational Health Declaration** - declaration attached to email.

**ACTION** – please read the ‘Occupational Health’ information below before completing and returning the Pre-employment Occupational Health Declaration; the form should be returned via email to [recruitment.hr@nes.scot.nhs.uk](mailto:recruitment.hr@nes.scot.nhs.uk) along with your other pre-employment documents/information.

### **OCCUPATIONAL HEALTH**

As part of pre-employment checks, all preferred candidates are required to **complete and return a Pre-employment Occupational Health Declaration**.

The Occupational Health service can provide advice on support or adjustments that may be required to enable employees to undertake the duties of the role if this relates to a health condition or disability. NES is required under the Equality Act 2010 to consider recommendations for reasonable adjustments in relation to an individual with a disability.

As the majority of positions within NES are office-based, and since work-related hazards are rare, it is generally the case that pre-employment health assessments will only be used in

cases where professional occupational health advice is required. Preferred candidates may also request referral to the Occupational Health Service to discuss their health and wellbeing and/or reasonable adjustments that may be required due to a disability to facilitate their work. Once in employment, employees can seek assistance through a self or management referral to the Occupational Health Service, details of which are available on the NES Intranet or on request from HR.

**Please complete and return the attached Pre-employment Occupational Health Declaration to the HR Recruitment Team by return of email to: [recruitment.hr@nes.scot.nhs.uk](mailto:recruitment.hr@nes.scot.nhs.uk) along with your other pre-employment documentation and information.**

#### **4. Proof of Salary (where applicable)**

It is NHS Education for Scotland's policy to place any newly appointed member of staff onto the bottom point of the salary band. We may be able to offer a higher starting salary where a higher current salary can be evidenced **together with** significant and relevant experience transferrable to the role. The limit is the top of the salary band. We will determine final salary placement based on evidence provided and this will be detailed in writing once we are in a position to make an offer of employment.

**ACTION** - To ensure we place you correctly on the salary band, please email a copy of a payslip from your current or most recent relevant post. This must be from within the last six months, unless otherwise agreed with the recruitment team.

**Please Note** - We are not making you an offer of employment at this stage. As soon as we are in receipt of all your Pre-Employment Checks, we will be in touch to discuss the next stage of the Recruitment Process.

**Please ensure you provide us with permission to contact your referees and submit the required documents in a timely manner, as this directly affects the length of the Pre-Employment Checks process. An offer of employment can only be issued once we are in receipt of satisfactory clearances.**

Please contact the recruitment team at [Recruitment.HR@nes.scot.nhs.uk](mailto:Recruitment.HR@nes.scot.nhs.uk) if you have any queries or require assistance.



## PREFERRED CANDIDATE – REQUIRED DOCUMENTS

### Verification of Identity

Before you start work with NHS Education for Scotland we must also confirm that your identity is genuine, relates to a real person and is being used legally. This check is carried out on every potential new employee, regardless of nationality.

You must provide the following documents:-

One form of photographic personal identification and a document confirming your address.

#### Acceptable Photographic Identification:

- Valid Passport – any nationality\* (Preferred Option)
- UK photo card driver's license
- National (UK or EU) ID card and / or other documentation relating to Immigration status and permission to work

*\*If you do not have a passport you will be required to provide additional documents – please see the Right to Work in the UK section of this document.*

#### Acceptable Confirmation of address documents:

- Utility bill (electricity, gas, water, telephone)\*
- Bank statement\*
- TV Licence\*
- Local authority bill for the current year (i.e. Council Tax)\*
- Current UK driver's license (if not used for other form of ID)
- Current benefit book or card from DWP
- Mortgage statement from recognised lender\*
- Local council rent card or tenancy agreement\*
- Confirmation from electoral register search\*
- Court order\*

*\*must be from within the last six months and must contain your name and main address.*

#### What if I cannot provide Photographic Identification?

If you are genuinely unable to provide any acceptable photographic personal identification, then you should provide the following:

- Two forms of non-photographic personal identification
- Two documents confirming your address (from list above)
- A passport-sized photograph of yourself

All documents must be from a different source and photographs must be endorsed on the back with the signature of a 'person of standing' in their community, who has known you for at least three years. This may include a:

- medical practitioner
- officer of the armed forces

- teacher
- lecturer
- lawyer
- bank manager
- civil servant

## Documents confirming Right to Work in the UK

Along with confirming your identity, NHS Education for Scotland must also ensure you have the right to work within the UK legally. To ensure this we must see either one document from List A, or a combination from List B.

### **List A**

- A passport showing that the holder is a British citizen, or has a right to live in the UK
- A document showing that the holder is a national of a European Economic Area country or Switzerland. This must be a national passport or national identity card
- A residence permit issued by the Home Office to a national from a European Economic Area country or Switzerland
- A passport or other document issued by the Home Office which has an endorsement stating that the holder has a current right of residence in the United Kingdom as the family member of a national from European Economic area country, or Switzerland, who is resident in the UK
- A passport or other travel document endorsed to show that the holder can stay indefinitely in the UK, or has no time limit on their stay
- A passport or other travel documents endorsed to show that the holder can stay in the UK; and that the holder can do the type of work you are offering if they do have a work permit
- An Application Registration Card issued by the Home Office to an asylum seeker confirming that the holder is permitted to take employment

### **List B**

If you are unable to produce one of the above documents, you can produce either of the two combinations below. However, you cannot mix the two combinations together.

#### **First combination**

A document giving your permanent National Insurance Number and name. This could be a P45, P60, National Insurance Number card, or a letter from a Government agency.

When produced in combination with one of the following:

- an original full birth certificate issued in the UK, which includes the names of the holder's parents; OR
- an original birth certificate issued in the Channel Islands, the Isle of Man or Ireland; OR
- a certificate of registration or naturalisation stating that the holder is a British citizen; OR
- a letter issued by the Home Office to the holder which indicates that the person named in it can stay indefinitely in the UK, or has no time limit on their stay; OR
- an Immigration Status Document issued by the Home Office to the holder with an endorsement stating that the person named in it can stay indefinitely in the UK, or has no time limit on their stay; OR
- a letter issued by the Home Office to the holder which indicates that the person named in it can stay in the UK, and this allows them to do the type of work you are offering; OR
- an Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, and this allows them to do the type of work you are offering.

#### **Second combination**

- A work permit or other approval to take employment that has been issued by Work Permits UK.

AND

- a passport or other travel document endorsed to show that the holder is able to stay in the UK and can take the work permit employment in question;
- OR
- a letter issued by the Home Office to the holder confirming that the person named in it is able to stay in the United Kingdom and can take the work permit employment in question.

## Qualifications and Professional Registration

Original educational certificates and verification of registration must be verified. Please ensure you provide copies of relevant qualifications or those that are noted on your application and are necessary to the post.

If the post requires you to be professionally registered, please provide copies of your Professional Membership e.g. GMC, NMC, GDC etc.