



# Avon and Wiltshire Mental Health Partnership

NHS Trust

## PRE-EMPLOYMENT CHECKING PROCESS

Any offer of employment will be subject to the receipt of satisfactory employment checks. These must be undertaken prior to commencing employment. These checks take place at various stages of the recruitment process. The employment checks we undertake are:

- **Employment History and Reference Check**

To assist us please ensure that within your application you confirm the names of at least two referees covering all of your current and previous employers over the past three years and also a referee for any college or university you have studied at over the last 3 years. If you have worked with the same employer for at least three years then please provide a second referee from either your current employer or a previous employer.

We normally commence reference checks following interview.

- **Identity Check**

To verify your identity we will require either:-

- Two forms of photographic personal identification, and one document confirming your address.
- One form of photographic personal identification, and two documents confirming your address.
- Two forms of non-photographic personal identification, two documents confirming your address, and a passport-sized photograph of yourself endorsed on the back with a signature of a 'person of standing' in your community who has known you for at least three years, accompanied by a signed statement from the same 'person of standing' indicating the period of time that you have been acquainted with them.

These are normally provided during the recruitment interview.

- **Registration and Qualifications Check**

We will require you to provide original evidence of any educational and/or professional qualifications relevant to this post, and in support of what you confirm within your application form. If selected for interview, and you are unable to provide this original evidence, you will be able to discuss this matter with the interview panel.

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- **Right to Work Check**

In accordance with the Immigration, Asylum and Nationality Act 2006, you will be required to bring to interview, if selected, documentation to confirm your eligibility to work within the UK. Work permits may be obtained for certain specialist posts. Please note EU ID Cards must be accompanied via a valid passport.

- **Criminal Record Check**

If you have disclosed previous criminal convictions within your application form, you will be asked for more information about your criminal convictions at an interview (if selected). If you have any criminal convictions and would like to discuss them with the senior recruiting manager on a one to one basis, rather than with the interview panel, then this can be arranged

For most posts within AWP, and following the interview process, we obtain a Disclosure & Barring Service check at either an enhanced or standard level.

- **Occupational Health Check**

A pre-appointment health check will be required to check you are physically and psychologically capable of doing the work proposed, and that there are no risks present in the workplace. This check will take place with selected candidates following interview. You will be required to complete an on line medical questionnaire via our Occupational Health providers website.

## **Further Advice and Support**

If you have any questions regarding the checks involved in the recruitment process please contact us at [awp.recruitment@nhs.net](mailto:awp.recruitment@nhs.net) or write to Recruitment, AWP, NHS House, Newbridge Hill Road, Bath, BA1 3QE. Further guidance can also be found on the NHS Employers website [here](#).