

A CANDIDATE'S GUIDE TO MET MEDICAL EMPLOYMENT CHECK STANDARDS

What are Employment Checks?

MET Medical mirrors the NHS Employment Check Standards which outline the mandatory checks employers must carry out in the appointment, and ongoing employment, of all individuals working for the NHS.

These standards apply to permanent staff, staff on fixed-term contracts, temporary staff, volunteers, students, trainees, contractors and highly mobile staff employed through an agency.

The areas below make up the NHS Employment Check Standards:

1. Verification of identity checks
2. Right to work checks
3. Registration and qualification checks
4. Employment history and reference checks
5. Occupational health checks

1. Verification of Identity

Identity verification is the most fundamental of all pre-employment checks. It will be the first check performed and an application will not be able to progress until we are satisfied that a person's identity is proven.

Verification of identity checks are designed to:

- Determine that the identity is genuine and relates to a real person
- Establish that the individual owns and is rightfully using that identity

Prospective employee's must provide acceptable documents containing their photograph, such as a passport or UK driving licence, and acceptable documents providing their current address. Identity will be checked at the interview stage by the Recruiting Manager and then later verified when you meet with a Recruitment Officer at a sign on appointment for those candidates who are successful.

Acceptable Personal Identification Documents

Some documents are more reliable than others and only certain documents, in certain combinations are acceptable for verification of identity. Prospective employees will need to provide **either** of these two combinations:

- **Two forms of photographic personal identification and one document confirming their address.**
- OR**
- **One form of photographic personal identification and two documents confirming their address.**

All documents from each of the lists must be valid, current and original; copies will only be accepted where they have been certified by a solicitor. Documents downloaded from the internet (e.g. bank statements) will not be accepted.

Where a signature has not previously been provided e.g. because an online application has been submitted, candidate's will be asked to provide this during the interview.

All documents provided will be photocopied, signed and dated by the Recruitment Officer and will then be retained on your personal file.

What is acceptable documentation?

The following lists, detail below what is acceptable personal identification and address identification, only documents from these lists will be accepted.

List of acceptable photographic personal identification

Acceptable documents of photographic personal identification include:

- UK (Channel Islands, Isle of Man or Irish) passport or EU/other nationalities passport.
- Passports of non-EU nationals, containing UK stamps, a visa or a UK residence permit showing the immigration status of the holder in the UK.
- UK full or provisional photo-card driving licence (must include paper counterpart); or an EU/other nationalities full photo-card driving licence.
- A national (UK or EU) ID card and/or other valid documentation relating to immigration status and permission to work.

Any other document that is not listed above cannot be accepted.

What if no acceptable photographic documentation is available?

If a candidate seems genuinely unable to provide any acceptable photographic personal identification then candidates should provide ALL of the following documentation:

- Two forms of non-photographic personal identification**
- Two documents confirming their address.**
- A passport sized photograph of themselves.**

All four 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 them for at least three years. A 'person of standing' could be a magistrate, medical practitioner, officer of the armed forces, teacher, lecturer, lawyer, bank manager or civil servant. The photograph should be accompanied by a signed statement from that person, indicating the period of time that the individual has been known to them.

A copy of each of the documents will be taken and retained on file.

List of acceptable confirmation of address documents

Acceptable documents for confirmation of address include:

- Utility bill (gas, water, electricity or phone), or a certificate from a utility supplier confirming the arrangement to pay for the services on pre-payment terms at a fixed address. More than one utility bill may be accepted if these are from two different suppliers and utility bills in joint names are also permissible*

- Local authority tax bill (i.e. council tax) – *no older than 3 months*
- UK full or provisional photo-card driving licence (must include paper counterpart); or a full old-style paper driving licence (if not already presented as a personal ID document). Old style provisional driving licences are NOT acceptable
- Most recent HM Revenue & Customs tax notification (i.e. tax assessment, statement of Account, notice of coding). A P45 or P60 is NOT acceptable**
- Financial statement (e.g. bank, building society, storecard, credit card or credit union statement) containing current address*
- Mortgage statement from a recognised lender**
- Local council rent card or tenancy agreement*
- Benefit statement, book or card; or original notification letter from Department of Work and Pensions (DWP) confirming the rights to benefit (e.g. child allowance, pension)**
- Insurance certificate**
- UK court claim form**
- TV licence**
- Confirmation from an electoral register search that a person of that name lives at the claimed address*.

Documents marked with an '*' must be dated within the last three months. (Unless there is good reason for it not to be, eg, clear evidence that the person was not living in the UK for three months or more). These documents must contain the name and address of the candidate.

Documents marked with '**' must be dated within the last 12 months.

List of acceptable non-photographic proof of personal identification documents

Acceptable non-photographic documents include:

- Full UK birth certificate – issued within 12 months of birth
- UK full old-style paper driving licence. Old-style provisional driving licences are NOT acceptable
- Residence permit issued by the Home Office to EU Nationals on inspection of own-country passport
- Adoption certificate
- Marriage/civil partnership certificate
- Divorce/annulment or civil partnership dissolution papers
- Deed poll certificate
- Police registration document
- Certificate of employment in HM Forces
- Benefit statement, book or card, or original notification letter from the Department of Work and Pensions (DWP) confirming legal right to benefit (e.g. child allowance, pension)**
- Most recent tax notification from HM Revenue and Customs (ie. tax assessment, statement of account, notice of coding). A P45 or P60 is NOT acceptable**
- UK firearms certificate
- Application Registration Card (ARC) issued to people seeking asylum in the UK (or previously issued standard acknowledgement letters, SAL1 or SAL2 forms)
- GV3 form issued to people who want to travel in the UK without valid travel documents
- Home Office letter IS KOS EX or KOS EX2

- Building industry sub-contractor's certificate issued by HM Revenue and Customs
- Grant letter or student loan agreement from a Local Education Authority.

When appointing a candidate who has recently left school or further education, in addition to the photographic personal identification, the following 3 documents can be requested as sufficient proof of identity:

1. Full UK birth Certificate – issued within 12 months of birth
2. National Insurance (NI) number card or proof of issue of a NI number (this will also be aHR requirement for employment)
3. Certificate of educational qualifications (certificates should be originals from the school/university/awarding body)

What if the candidate has changed their name recently and cannot provide ID documents in this new name?

Identity documents in a candidate's previous name can only be accepted where the candidate is able to provide documentary evidence of the recent name change because of:

- Marriage/civil partnership (i.e. marriage/civil partnership certificate)
- Divorce/civil partnership dissolution (i.e. decree absolute/civil partnership dissolution certificate)
- Deed poll (i.e. deed poll certificate).

2. Right to Work Checks

Changes to the Immigration, Asylum and Nationality Act (2006), which came into effect on 29 February 2008, introduced a tough new criminal offence for employers who knowingly employ illegal migrant workers and a continuing responsibility for employers of migrant workers to check their ongoing entitlement to work in the UK. MET Medical risks breaking the law, unless we check the entitlement to work in the UK for all prospective employees, prior to them starting employment.

We must assess the eligibility of an individual's right to work in the UK by verifying specified documents or combinations of documents.

No assumption will be made about your right to work or immigration status on the basis of your colour, race, nationality, ethnic or national origins, or the length of time you have been in the UK. To avoid discrimination we will treat all job candidates in the same way at each stage of the recruitment process and undertake document checks on every prospective employee.

Right to work documents

To confirm that a candidate has the legal right to work in the UK, candidates must provide one of the documents or combinations of documents specified in List A or one of the documents or combinations of documents specified in List B. No other documents or combinations of documents are acceptable.

If a document or combination of documents is provided from List A there is no need for a candidate to provide documents from List B.

All documents must be valid, current and original. However, from 2 August 2010, following an amendment to UKBA policy, employers are able to accept evidence of indefinite leave to remain where it is produced in an expired (out of date) passport. This exception is ONLY in relation to proof of indefinite leave to remain, we will undertake the same checks to verify an expired passport as we would for a valid (in date) passport and copies of documentation will need to be kept on your personal file.

Photocopies will NOT be accepted. The documents must show that the holder is entitled to do the type of work being offered.

List A

Candidates must provide one of the original documents or combinations of documents specified in this list. If the candidate cannot provide documents from this list, then documents from List B will be required.

- A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the United Kingdom and Colonies, having the right of abode in the United Kingdom.
- A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of the European Economic Area or Switzerland.
- A residence permit, registration certificate or document certifying or indicating permanent residence that has been issued by the Home Office or the UKBA to a national of a European Economic Area country or Switzerland.
- A permanent residence card issued by the Home Office or the UKBA to the family member of a national of a European Economic Area country or Switzerland.
- A Biometric Immigration Document issued by the UKBA to the holder that indicates the person named in it is allowed to stay indefinitely in the United Kingdom, or has no time limit on their stay in the United Kingdom.
- A passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom, or has no time limit on their stay in the United Kingdom.
- An Immigration Status Document issued by the Home Office or the UKBA to the holder, with an endorsement indicating that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom, when produced in combination with an official document issued by a Government agency or a previous employer, giving the person's permanent National Insurance number and their name.
- A full birth certificate issued in the United Kingdom, which includes the name(s) of at least one of the holder's parents, when produced in combination with an official document, issued by a Government agency or a previous employer, giving the person's permanent National Insurance number and their name.
- A full adoption certificate issued in the United Kingdom, which includes the name(s) of at least one of the holder's adoptive parents, when produced in combination with an official document, issued by a Government agency or a previous employer, giving the person's permanent National Insurance number and their name.
- A birth certificate issued in the Channel Islands, the Isle of Man or Ireland, when produced in combination with an official document, issued by a Government agency or a previous employer, giving the person's permanent National Insurance number and their name.

- An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, when produced in combination with an official document, issued by a Government agency or a previous employer, giving the person's permanent National Insurance number and their name.
- A certificate of registration or naturalisation as a British citizen, when produced in combination with an official document, issued by a Government agency or a previous employer, giving the person's permanent National Insurance number and their name.
- A letter issued to the holder by the Home Office or the UKBA indicating that the person named in it is allowed to stay indefinitely in the United Kingdom, when produced in combination with an official document, issued by a Government agency or a previous employer, giving the person's permanent National Insurance number and their name.

List B

Documents from this list must be provided if the individual can not provide documents from List A.

If a candidate provides one of these original documents, or combinations of documents, it indicates that they only have limited leave to work in the UK. Therefore candidates must re- produce their documents at least once every 12 months. At this point the employee must produce new documents from **List A** or **B** or leave our employment. Where the individual provides a document or documents from List A, no further checks are required for the duration of their employment.

- A passport or travel document endorsed to show that the holder is allowed to stay in the United Kingdom and is allowed to do the type of work in question, provided that it does not require the issue of a work permit.
- A Biometric Immigration Document issued by the UKBA to the holder, which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question.
- A work permit or other approval to take employment issued by the Home Office or the UKBA, when produced in combination with either a passport or another travel document endorsed to show the holder is allowed to stay in the United Kingdom and is allowed to do the work in question, or a letter issued by the Home Office or the UKBA to the holder or the employer or prospective employer confirming the same.
- A certificate of application that is less than six months old issued by the Home Office or the UKBA to, or for, a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment, when produced in combination with evidence of verification by the UKBA Employer Checking Service.
- A residence card or document issued by the Home Office or the UKBA to a family member of a national of a European Economic Area country or Switzerland.
- An Application Registration Card issued by the Home Office or the UKBA stating that the holder is permitted to take employment, when produced in combination with evidence of verification by the UKBA Employer Checking Service.
- An Immigration Status Document issued to the holder by the Home Office or the UKBA with an endorsement indicating that the person named in it can stay in the United Kingdom and is allowed to do the type of work in question, when produced in combination with an official document issued by a Government agency or a previous employer, giving the person's permanent National Insurance number and their name.

- A letter issued to the holder or the employer or prospective employer by the Home Office or the UKBA, indicating that the person named in it can stay in the United Kingdom and is allowed to do the work in question, when produced in combination with an official document issued by a Government agency or a previous employer, giving the person's permanent National Insurance number and their name.

*Lists A and B were correct at the time of publishing but are subject to change.

If, after carrying out these checks, it is established that the candidate is not permitted to work in the UK, then MET Medical will not allow the individual to commence employment.

If there is no evidence that such permission is going to be promptly forthcoming then MET Medical will withdraw the offer of employment.

3. Registration Checks

The purpose of registration and qualification checks is to ensure that a prospective employee is recognized by the appropriate regulatory body and that they have the right qualifications to do the job.

What we will ask for in every case

Before we appoint any health professional we must always check the following three areas:

1. That the candidate is registered to carry out the proposed role.
2. Whether the registration is subject to any current restrictions which might affect the duties proposed.
3. If the candidate has investigations against them about their fitness to practise that the regulatory body has a duty to disclose.

Qualification Checks

Qualification checks verify the information about educational or professional qualifications that a prospective employee provides on their application form.

What we will ask for in every case

1. For non-health professionals, qualifications that form part of the requirements for a position will be checked.

4. Employment History and References

Previous employment history must be checked before we can make an unconditional offer of employment. References provide us with a track record of a prospective employee's current and previous employment / training history. References and application forms will be cross-checked as part of this process.

Please note: it is MET Medical policy to request references for candidates who are shortlisted for interview, unless instructed otherwise. Please note that references will not be used as part of the selection process at interview. References will only be requested with your consent, as indicated on your application form.

We will check a minimum of two references covering a minimum of 5 years employment and or training.

Where a candidate has been, or currently is employed, the referees should include their 2 most recent employers (or more if this does not cover 3 years history). Candidates should provide the organisations HR / Personnel Department or equivalent.

It is to be expected that not every candidate who is offered a post will have a seamless 5 year employment history. If, a candidate has declared a period of unemployment, we need to verify the details of any benefit claimed during this time (Job Seekers Allowance / Income Support etc). The candidate will be required to

provide details of the benefit being claimed, the job centre where they were registered and how long they were claiming for.

For candidates who have not been in employment for a considerable amount of time but have had previous employment, then we will require one reference from the last known employer and a character reference from a person of some standing within the community i.e. doctor, solicitor, MP, school teacher etc.

Where the candidate has been self-employed, evidence will be obtained (for example, from HM Revenue & Customs, bankers, accountants, solicitors, client references, etc) to confirm that the individual's business was properly conducted and the candidate's involvement in the business wasterminated satisfactorily.

For those candidates who may have recently left college / university, referees could be a teacher / lecturer from the school, college or university.

For those candidates, who have been overseas for a single spell of time of three months or more, or a cumulative total of six months or more, a relevant reference from overseas will be required. Acceptable documentation includes;

- Proof of residence for the time spent abroad
- Overseas employer or academic references
- References from UK departments and agencies based overseas, e.g. the Foreign and Commonwealth Office (FCO), missions, British Council, non-government departments and agencies.

Where it is not possible to obtain any employment reference at all then we will require two character references, each from a person of some standing within the community i.e. doctor, solicitor, MP, school teacher etc.

Who is a suitable character referee?

A suitable referee is defined as a person of some standing within the community i.e. someone with a professional background.

- Accountant
- Bank / Building Society Manager
- Barrister
- Chairman / Director / Manager of a limited company
- Chiropodist
- Councillor
- Dentist
- Director / Manager of a VAT registered Charity
- Director / Manager of a VAT registered company
- Engineer (with professional qualifications)
- Financial Services Intermediary (e.g. stockbroker, Insurance Broker)
- Fire Service Official
- Licensee of a Public House
- Local Government Officer
- Member, Associate or Fellow of a professional body
- Merchant Navy Officer
- Minister of a recognised religion
- Nurse
- Officer of the Armed Forces
- Optician
- Pharmacist
- Police Officer
- Social Worker
- Solicitor
- Surveyor
- Teacher / lecturer

5. Occupational Health Checks

All candidates must have a pre-appointment health check, which adheres to equal opportunities legislation and good occupational health practice. Pre-appointment health checks are carried out to:

- Ensure that prospective staff are physically and psychologically capable of doing the work proposed, taking into account any current or previous illness.
- Identify anyone likely to be at excess risk of developing work-related diseases from hazardous agents present in the workplace.
- Ensure, as far as possible, that the prospective employee does not represent a risk to patients and that they will be doing work that is suitable and safe for them.

Occupational health checks will be made once a job offer has been made, however any offer of appointment is conditional pending the successful completion of all pre-employment checks, including an occupational health check.

All candidates will be sent a Health Questionnaire Form, which you will be required to complete and return. If it is considered necessary, an interview will be arranged to assess your fitness for the post and identify what reasonable adjustments, if necessary, can be put in place to ensure you are able undertake the role and responsibilities of the job being offered.

In addition risk assessments for each role will be carried out to manage the health and safety of staff (and others) effectively on the premises. Where a risk is identified a Baseline health questionnaire will be sent to the candidate for completion. This will be returned directly to the Occupational Health Department.

Results of any occupational health check will be passed back to the recruiting manager who will then make a decision on employment based on this advice.

Under the Disability Discrimination Act MET Medical will make 'reasonable adjustments' for disabled job candidates or employees, when a policy, practice or a physical feature of their premises, places the disabled person at a substantial disadvantage.

Posts with face to face contact with service users - The Health and Social Care Act 2008 (Regulated Activities) (Amendment) (Coronavirus) (No2) Regulations 2021 require workers aged 18 and over, who have direct, face to face contact with service users to provide evidence that they have received a complete course of a Medicines and Healthcare products Regulatory Agency (MHRA) approved COVID-19 vaccine, subject to limited exceptions, by no later than 1 April 2022.

This means that you must be fully vaccinated against COVID-19 (that is, received both vaccinations) by 1 April 2022 to be employed post unless a medical exemption applies to you.