



RECRUITMENT POLICY

DOCUMENT VERSION CONTROL

Date	Author	Version	Status	Reason for Change
July 2008	SEStran	1.0	FINAL	Policy Adopted
Oct 2017	SEStran	1.1	FINAL	Adoption of version control

Introduction

SESTRAN aims at all times to recruit the person who is most suited to the particular job. Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, experience and skills will be assessed at the level that is relevant to the job.

SESTRAN is committed to applying its equal opportunities policy at all stages of recruitment and selection. Shortlisting, interviewing and selection will always be carried out without regard to gender, sexual orientation, marital status, colour, race, nationality, ethnic or national origins, religion or belief, age or trade union membership.

Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of their disability.

Recruitment process

It is SESTRAN's policy that vacancies will normally be advertised externally in appropriate media as well as being notified to existing employees who will be encouraged to apply for vacant posts if they have the appropriate qualifications, experience and skills.

All posts to be advertised will be agreed in advance by the Partnership Director and, where appropriate, the Partnership Board.

Before beginning to recruit to a post, the person responsible for the process must ensure that there is an up-to-date job description and a clearly drafted person specification. The job description will describe the duties, responsibilities and level of seniority associated with the post, whilst the person specification will describe the type of qualification(s), training, knowledge, experience, skills, aptitudes and competencies required for effective performance of the job.

Application packs to be issued to candidates will include: an application form, equal opportunities monitoring form, job description, copy of advert and SESTRAN information.

Copies of job description and person specification templates are attached at Appendices A and B respectively.

Selection process

The shortlisting process will be undertaken only on the basis of the information provided on each person's application form and with regard to whether or not they meet the essential criteria noted in the person specification and job description.

Candidates will be advised whether or not they are being invited for interview in writing as soon as possible after the closing date. As much notice of interviews

will be given as possible, normally at least 5 working days. If a candidate is unable to attend for interview alternative arrangements will be made if practical.

Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of any disability they may have.

Interview panels will ensure that the questions they ask job applicants are not in any way discriminatory or unnecessarily intrusive. The interview will focus on the needs of the job and skills needed to perform it effectively, taking account of the information contained in the person specification and job description. A record of every recruitment interview must be made and retained in a confidential basis for a period of six months and thereafter confidentially destroyed. On no account should any job offer be made during or at the end of an interview.

Psychometric testing may be used as part of the recruitment process. Any test used must have been validated in relation to the job, be free of any bias, and be validated, administered, scored and feedback and by a suitably trained person.

All applicants invited for interview must be advised that, if successful at interview, they will be expected to complete an Occupational Health questionnaire.

Once the preferred candidate has been selected, the Occupational Health questionnaire should be sent to the candidate.

If the Occupational Health Adviser has any queries regarding the questionnaire, they may invite the candidate for a medical interview or a medical examination. If the candidate refuses to complete the questionnaire, or attend an Occupational Health interview or examination, this would mean that conditions of the appointment had not been satisfied, and the manager must obtain advice from the Service HR Adviser.

It is SESTRAN's practice to seek the successful candidate's consent to seek two written references and to ask for documentary proof of qualifications.

Information regarding attendance, ill health or disability must not be requested from previous employers prior to interview. However, two appropriate and satisfactory employment references will be required prior to confirming any conditional offer of employment, and the conditional offer letter will advise the candidate that references will be sought at that point. A template offer letter is attached at Appendix C.

On no account should any job offer be made during or at the end of an interview. Offers of employment may only be made on condition that all checks have been received and are satisfactory.

Candidates who have been unsuccessful at interview will normally be advised in writing within two weeks of the interview date.

Eligibility to work in the UK

The Immigration, Asylum and Nationality Act 2006 introduces Civil Penalties for employers who illegally employ someone who is subject to immigration control. An 'on the spot fine' will be introduced of up to **£10,000 per illegal employee**. This fine will be enforced regardless of whether the employer is aware that they are employing someone illegally. In addition employers who knowingly allow illegal working are at risk of prosecution, and a criminal conviction carries a threat of imprisonment and/or a fine.

Therefore to avoid a penalty notice of a fine or imprisonment employers are required to;

- See, validate and retain copies of certain original documents for not less than 2 years after employment has ended
- If document contains photograph, the employer must satisfy him/herself that the photo is of the prospective employee or employee
- If document contains date of birth, the employee must satisfy him/herself that it is consistent with the appearance of the prospective employee
- Employees who have restrictions on their time in the UK may be subject to repeat checks, and managers are responsible for monitoring and following up on this

A list of documents which should be considered for the purposes of validating eligibility to work in the UK is attached at Appendix D.

When candidates are invited for interview they must be asked to bring along with them the appropriate documentation. The chair of the panel must ensure that original documents are checked and copied from List A or List B as attached, before employing that person. Where candidates are not from the UK, advice should be sought from SESTRAN's Human Resources Adviser before any offer of employment is made.

Baseline Personnel Security Standard (BPSS)

BPSS is the minimum standard required to ensure the identity and integrity of an employee with access to official information/systems. It involves a number of checks:

- Identity check;
- Nationality and Immigration Status;
- Employment History (past 3 years);
- Verification of Criminal Record (unspent convictions only);
- References covering previous 3 year period;
- Checks relating to time spent living or working abroad;

The checks relating to gaps in employment history or additional references covering a 3 year period are not mandatory but are considered good practice.

Induction

All employees will undergo an induction appropriate to the duties of their post. The attached induction checklist should be used to keep a record of the induction process and retained in the employee's personal file.

Review

This policy will be reviewed annually, to take account of developments within SESTRAN and legislative requirements.

Appendix A - Job Description Templates

Appendix B - Person Specification Templates

Appendix C - Draft Offer Letter

Appendix D - List of documents which should be considered for the purpose of validating eligibility to work in the UK

JOB DESCRIPTION

Section A Job definition

Section B Organisational relationship

Section C Key Responsibilities

Section D Knowledge, Skills & Experience

Knowledge

Skills

Experience

Section E Communications and Contacts

PERSONN SPECIFICATION

TITLE OF POST:

POSTHOLDER'S ATTRIBUTES	<u>ESSENTIAL</u>	DESIRABLE	TO BE IDENTIFIED BY:
Qualifications/Training			
Special Knowledge			
Circumstances / Personal			
Disposition/Attitude			
Practical and Intellectual Skills			
Experience			

Enquiries to: Chair of Interview Panel
Direct Dial: Extn. No.
Date:

CONFIDENTIAL

Name
Address
Town
Postcode

Dear Name,

Post: {Job Title}

Following a successful interview, the Interview Panel will be making recommendations to the Partnership Director in regard to your appointment, but any recommendation will be subject to satisfactory completion of various pre-employment checks.

This post requires that Occupational Health clearance is obtained, and a questionnaire is attached. Please complete the questionnaire and ensure confidentiality by sealing it in a plain envelope with your name written on the top left hand corner. You should then return it to the Chair of the Interview Panel, who will forward it unopened to Occupational Health for assessment.

References will now also be requested.

It is important that you note that this letter is a conditional offer of appointment, and will only be confirmed after consideration of such pre-employment checks as may be conducted and considered necessary by the SESTRAN. SESTRAN reserves the right not to proceed with an appointment for any reason.

As we are not in a position to confirm a formal offer of employment to you at this stage of the recruitment process you are advised not to hand in your notice to your present employer. Please wait until such time as you receive a letter from SESTRAN formally offering you an appointment.

Yours sincerely,

TITLE

Appendix D

Eligibility to Work in the UK List of Original Documents Required at Interview

Candidates must provide **one** of the original documents alone, or **two** of the original documents in the **specified combinations** given in **EITHER** List A **OR** List B.

List A contains the range of documents which you may accept for a person who has a permanent right to work in the UK. If you conduct the right to work checks correctly before employment begins, you will establish a continuous statutory excuse for the duration of that person's employment with you. You do not have to conduct any further checks.

List B contains a range of documents which may be accepted for a person who has a permanent right to work in the UK. If you conduct the right to work checks correctly you will establish a time-limited statutory excuse. You will be required to conduct a follow-up check in order to retain your statutory excuse. This should be undertaken in the same way as the original check. List B Part 1; checks should be completed before employment starts and again when permission expires (as set out in the document checked). List B Part 2; checks should be completed before employment starts and again after six months (as set out in the Positive Verification Notice).

LIST A (Part 1) - Documents which confirm the candidate has an on-going right to work in the UK - one document only is required (See note re citizens from A2 and A8 countries)

A passport showing that candidates are a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the UK.

A passport or national identity card showing the candidate is a national of an EEA country or Switzerland.

A registration certificate or Document Certifying Permanent Residence issued by the Home Office or the UK Border Agency, as a national of an EEA country or Switzerland.

A permanent residence card issued by the Home Office to the family member of a national.

A **current** passport endorsed to show the candidates is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.

A **current** Bio-metric Immigration document issued by the Home Office to the holder indicating that the candidate is allowed to stay indefinitely in the UK or have no time limit on their stay in the UK.

LIST A (Part 2) – Documents which confirm the candidate has an on-going right to work in the UK but where two documents are required (See note re citizens from A2 and A8 countries)

A **current** Immigration Status Document issued by the Home Office to the candidate with an endorsement indicating that the candidate is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

A **full** birth/adoption certificate issued in the UK, which includes the names of at least one of the candidate's parents or adoptive parents, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

A birth/adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

A certificate of registration or naturalisation stating the candidate is a British citizen, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

Note: EEA nationals who may work without restriction are from Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, UK, Iceland, Liechtenstein and Norway. Nationals of Switzerland may also work without restriction.

LIST B (Part 1)- Documents which confirm the candidate has a time limited right to work in the UK – one document only is required

A **current** passport endorsed to show the candidate is allowed to stay in the UK and is allowed to do the type of work in question.

A **current** Biometric Immigration Document issued by the Home Office indicating the candidate can stay in the UK and is allowed to do the work in question.

A **current** residence card (including an Accession Residence Card or Derivative Residence Card) issued by the Home Office to a non-European Economic Area (EEA) national who is a family member of a national of an EEA country or Switzerland who has a derivative right of residence.

A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

LIST B (Part 2)- Documents which confirm the candidate has a time limited right to work in the UK but where two documents are required Documents where a time limited statutory excuse lasts for 6 months

A Certificate of Application issued by the Home Office under regulation 17(3) or 18A9" of the Immigration (European Economic Area) Regulations 2006 to a family member of a national of a European Economic Area (EEA) country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice from the Home Office Employer Checking Service.

An Application Registration Card issued by the Home Office stating that the candidate is permitted to take the employment in question, **together with a Positive Verification Notice** from the Home Office Employer Checking Service.

A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer which indicates that the named person may stay in the UK and is permitted to do the work in question.