



## 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
Oct 2021	HR Adviser	1.2	FINAL	Amendments to Eligibility to Work in UK section, guidance added on Asylum & Immigration Act checks and OH screening checks moved to online.
Nov 2021	SEStran	1.2	FINAL	Approved by Performance & Audit Committee
Sept 2025	SEStran	1.3	FINAL	Expanded guidance on right to work checks and updates to pre-employment checks

## **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**

Under the Immigration, Asylum and Nationality Act specific documents must be checked and copied to establish that an individual has the right to work in the UK. Please see Appendix D for guidance on steps that must be taken to comply with the Act.

## **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;

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. An 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 – Guidance on Eligibility to Work in the UK checks**

**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**

## Appendix B

### PERSON 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. A questionnaire will be emailed to you using our Occupational Health system. Please complete this as quickly as possible. .

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**

## Eligibility to Work in the UK Checks

All internal and external candidates are legally required to evidence that they are allowed to work in the UK.

You must carry out a manual document (in person) check for all external candidates.

You will also need to carry out an online check to establish a right to work for **ALL non-UK** candidates using the [GOV.UK toolkit](#). This toolkit helps you to understand which documents are required to establish their right to work in the UK. They must provide their date of birth and a share code to the recruiting manager who will then be able carry out an [online right to work check](#). We can no longer accept a biometric residence permit without also doing the online check.

### Manual document check

You must **obtain original documents** from either **List A or List B** for a manual right to work check. You can find the list at: [Employers' right to work checklist \(accessible\) - GOV.UK](#)

1. Obtain original versions of one or more of the acceptable documents
2. Check the documents in the presence of the holder of the documents

You must **check that the documents are genuine** and that the person presenting them is the employee or prospective employee, the rightful holder and allowed to do the type of work you are offering.

The photographs must be consistent across documents and with the person's appearance:

1. The dates of birth are consistent across documents and with the person's appearance.
2. The expiry dates for time-limited permission to be in the UK are in the future (ie they have not already passed).
3. The work restrictions to confirm if the person is able to work for SEStran and do the type of work you are offering (for students who have limited permission to work during term-times, you must also obtain, copy and retain details of their academic term and vacation times covering the duration of their period of study in the UK for which they will be employed).
4. All documents are genuine, have not been tampered with and belong to the holder.
5. Reasons for any different names across documents (eg marriage certificate, divorce decree, deed poll).

3. Make copies of the documents in a format which cannot later be altered; retain the copies marking the copy 'right to work check undertaken on [Date]'.

You must copy and retain:

- Passports
  - any page with the document expiry date
  - the holder's nationality
  - date of birth
  - signature
  - leave expiry date
  - biometric details
  - photograph
  - any page containing information indicating the holder has an entitlement to enter or remain in the UK and undertake the work in question
  - - the front cover no longer has to be copied.



- All other documents
  - eVisa - Individuals need to create a UKVI account at <http://www.gov.uk/evisa>. to access their eVisa and generate a share code <http://www.gov.uk/view-prove-immigration-status>

### **Home Office online right to work checking service for non UK candidates**

For those with a biometric residence permit, a biometric residence card or have status issued under the EU settlement scheme, the online right to work check must be used in addition to a manual document check. If a candidate has a biometric residence card (BRC) and holds status under the EU Settlement Scheme, then they will not need to take any action other than keeping their [UKVI account up to date](#) with their latest passport and contact details. The move to an eVisa will not impact their underlying status.

1. Use the **Home Office online right to work checking service** for an applicant and only employ the person, or continue to employ an existing employee, if the online check confirms they are entitled to do the work in question
2. Satisfy yourself that any photograph on the online right to work check is of the individual presenting themselves for work; and
3. Retain a clear copy of the response provided by the online right to work check which should be uploaded to MyView along with the other documents

If candidates are not from the UK further information regarding recruitment checks should be obtained from SEStran's Human Resources Adviser.

EEA candidates who have made a successful application to the EU Settlement Scheme (EUSS) will have been granted their immigration status digitally and can only prove their right to work using the Home Office online checking service.

If an EEA citizen has been granted 'Settled Status' by the Home Office, they will have a continuous right to work, in the same way as someone with Indefinite Leave to Enter / Remain status. If an EEA citizen has been granted 'Pre-Settled Status' by the Home Office, they will have a time-limited right to work and you must carry out a follow-up check. The Home Office online service will advise when a follow-up check must be carried out.

Some cohorts of EEA citizens will not have status under the EUSS. They will evidence their right to work using specified documents if they cannot use the home office online system. These are detailed below:

- Frontier Worker Permits
- Service Provider of Switzerland visas
- Outstanding applications to UK EUSS
- Outstanding applications to Crown Dependency EUSS
- EEA citizens with Indefinite Leave to Enter/Remain
- Points-Based System visas

If the appropriate evidence has not been provided or if there is any doubt that documents are genuine, a recommendation for or offer of employment should not be made. Advice should be sought from SEStran's Human Resources Adviser before progressing the application.

Where it has been agreed to allow employment through a recruitment agency, it should not be left up to the recruitment agency to undertake these checks. The criminal liability still lies with SEStran as the employer to ensure that these checks have been carried out and are satisfactory. If the worker remains an agency employee, this will be the responsibility of the recruitment agency.

## **Certificate of Sponsorship – Note before interview if this will be required**

SEStran will be able to apply to sponsor skilled migrants in specific situations. If a Certificate of Sponsorship is required, the recruiting manager must contact SEStran's Human Resources Advisor before any offer of employment is made. This process can take a number of weeks and there is no guarantee that sponsorship will be granted.

Following recruitment of employees from outwith the UK, the manager has specific responsibility under the regulations to monitor and conduct annual checks to ensure continued right to remain and work in the UK. Failure to carry out these checks may result in a fine.