

Compliance Procedure

The following notes are for your information and are relevant at varying stages throughout the recruitment process

All offers of employment will be subject to meeting and maintaining the following requirements.

In order to obtain full compliance in accordance with the hospice's recruitment practice the hospice needs to hold evidence or copies of the documentation below on the employee's personnel file, or other secure filing system including computer databases.

If you fail to provide accurate and truthful information, withhold information that is relevant to your appointment, or cease to maintain the correct level of compliance, it may result in disciplinary action and may result in dismissal or withdrawal of an offer of employment.

We must see original documents and any photocopies must be made, signed and dated by a hospice employee involved in the recruitment process.

Information to be supplied in the application form (continuing on a separate sheet if necessary)	NDH use only
A written history of your previous employment. A written explanation must be given of any gaps in your employment	
If you have worked with vulnerable adults or children before, you must provide a written explanation of why you left that job	
Information/documents to bring with you if you live outside of the area and are selected to attend interview (for local applicants these documents will be checked at the job offer stage)	NDH use only
Eligibility to work in the UK – typically this will be either a UK or EEA passport or a full birth certificate issued in the United Kingdom when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer. For a full list of acceptable documents, ask the Human Resources Department on 01271 347221.	
Original documents/certificates must be provided of any relevant qualifications	
Details and evidence of registration with, or membership of, any professional body must be provided (this may be checked with the relevant body)	

Information to be supplied in the application form (continuing on a separate sheet if necessary)	NDH use only
<p>If you have worked with vulnerable adults or children before, in addition to your last two employers, every effort will be taken to gain written references from these employers to include confirmation of reason for leaving. Bring contact details of all relevant previous employers to the interview.</p>	
<p>Medical clearance by the hospice's Occupational Health service (any job offer is subject to confirmation of your medical fitness for the post)</p>	
<p>Your position may require, and by conditional upon, a satisfactory Criminal Records check (now called Disclosure & Barring Service – DBS). You will be informed separately if the position requires a DBS check and the process will be explained to you.</p>	
<p>Written references from your two most recent employers. If you have worked only as a volunteer, references should be obtained from a person in a position of responsibility relative to you e.g. a person with management responsibility. (References for health professionals should be obtained from the applicant's clinical line manager and the medical director or chief executive. Where this is not possible, the hospice will make an informed judgment and seek references from the most suitable person available e.g. supervising consultant/educational, clinical director). Any job offer is subject to the receipt of references satisfactory to the hospice</p>	

Should you have any difficulty in meeting the requirement of this compliance procedure, you should contact the HR Director to discuss.