



Pre-Employment Checks

Guidance for Managers

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References

Other than in the most exceptional circumstances, external applicants will be required to provide two references, which the Council deems to be satisfactory. References will be sought for the successful candidate only, one of which must be from their line manager in their present or last employment, if applicable. The Council reserves the right to request an additional reference should either of those originally provided be considered to be unsuitable.

References will not be taken up for current, internal applicants. The exception to this is any post which is covered by safer recruitment practices when one reference will be sought. This will be clearly defined in the employment advert.



You can find more details on this [here](#).

If an internal candidate is applying for a post, and the candidate's current line manager is participating in the recruitment process, it is not appropriate to ask that line manager for a reference. Candidates in this position should provide an alternative reference. Those individuals who have not worked since leaving school/college/university etc should provide a reference from their last educational establishment. In the event that school/college/university references are unavailable, HR teams can advise on suitable referees.

Although there may be exceptions in limited circumstances, personal references from those such as colleagues, friends or relatives will not be acceptable.

It is the candidate's responsibility to provide suitable references when applying for any post within the Council.

Where the offer of a position is made before references are taken up, this offer will be conditional on receipt of satisfactory references. It will be the responsibility of the Chair of the recruitment panel team to determine where a reference is deemed to be satisfactory.

Health Questionnaires/Examinations

In line with the terms of the [Equality Act 2010](#), job applicants will not be asked to complete a health questionnaire (or undergo a medical examination) until a job offer has been made to them. Any job offer will be conditional subject to receipt of satisfactory health information. Where an applicant applies for and is successfully placed on one of the Council's supply lists, they will then be asked to complete a health questionnaire. Individuals self-assessed as being disabled will be subject to

the same process. However, the Council will endeavour to undertake any reasonable adjustment to facilitate employment.

Criminal Convictions

Any job offer will be subject to receipt of a satisfactory criminal convictions declaration.

A number of jobs within the Council are covered (excepted) under the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2013, as amended, and the Protection of Vulnerable Groups (Scotland) Act 2007. [Protecting Vulnerable Groups \(PVG\) Scheme](#) membership is also required for successful applicants to posts that are deemed to be “regulated work” i.e. posts working with vulnerable children and/or adults. It is a criminal offence for individuals who have been disqualified from regulated work with children and/or adults to apply for a position working with these groups or for the Council to employ anyone who has been considered for listing or barring from working with either children or protected adults.

If either of these Acts are applicable to the job advertised, a statement to that effect will be included in the advertisement and recruitment information. Candidates will be expected to adhere to both legislation and Council procedures concerning the declaration of convictions, Disclosure and PVG checks.

Confirming a Start Date

Once all pre-employment checks are confirmed as complete by the recruitment team, it is the responsibility of the line manager to contact the successful candidate to confirm a start date.

If you need further support, please call the ESC People Helpdesk on 01698 403151 or email ESC-Helpdeskteam@northlan.gov.uk