

Recruitment, Selection & Vetting Policy

This Policy is not intended to act as or replace existing operational procedures.

Unique ID:	Recruitment, Selection & Vetting policy.
Version: Approved by:	INSERT NAME
Review Date:	INSERT DATE

Contents

INTRODUCTION.....	3
SCOPE & COVERAGE.....	3
INTERVIEW PROCESS	3
RIGHT TO WORK CHECKS.....	3-5
REFERENCES.....	5
VETTING.....	6

Introduction

[Insert company name]] is an employment business supplying temporary workers to work within the (insert industry) sector. The work seekers that we engage must pass thorough and robust vetting procedures before we can consider them for any placement or assignment with our clients and this policy sets out our commitment to comply with the highest standards at each stage of the recruitment process.

Our processes are compliant with relevant government home office legislation. We ensure our temporary workers remain compliant throughout their time with (insert company name) by undertaking the checks set out in this policy.

Scope & coverage

This policy is designed for all employees responsible for the recruitment of labour, from the point of interview through to providing work placements for individuals. That operate in the (insert industry) sector. This document deals with each of these topics and sets out the requirements for each stage of the recruitment process

This policy will be reviewed annually and refreshed and updated following any changes to law relating to the right to work in the UK.

Face to face interviews

Before placing any work seekers on assignments, [insert company name] meets with them face to face either in person or via video. Before meeting the work seeker, we ask them to forward a copy of their CV/ experience (if relevant- delete/ amend if required) and advise them of the documentation they are required to forward to us or bring with them to the interview.

During the interview, a qualified company representative will check the work seekers eligibility to work documentation and assess the work seekers suitability for the role by discussing their previous work history and relevant experience, checking their information provided by them on their application form. Only after the Right to work documents have been provided and checked should the next stage continue by starting with a discussion about work patterns and agree assignment details. It is at this point that any information about Personal protective equipment is provided to the worker and such items issued and signed for receipt by the worker, given free of charge. As much information about the role is to be provided at the time of the interview, or if no definite work placement is given at this time, then a generic explanation of the types of roles available is sufficient. Its important that the work seeker can ask any questions they may have about the job, or the selection procedure and time given to respond to all of the questions raised and a physical tour to show the actual job if time allows at this time. A recap of understanding for the work seeker is advised to ensure maximum comfort for the work seeker before the interview time concludes.

The link below takes you directly to the Government website providing the full information for Right to work checks.

www.gov.uk/government/publications/right-to-work-checks-employers-guide/an-employers-guide-to-right-to-work-checks-6-april-2022-accessible-version

Provided the outcome of the interview is satisfactory, (insert company name) will then start the pre-employment checks such as references, criminal background checks etc.

Right to work checks

Right to work checks must be carried out by the business that will be employing the individual. In simple terms, the check must be carried out by the employer who the contract of employment is with.

[Insert company name] conducts right to work checks on every work seeker we intend to supply to our clients to comply with immigration and equality law. We will conduct **a physical document check or an online check** to establish a candidate's right to work. Where a right to work, check is conducted using the online service, the information is provided in real-time, directly from home Office systems and so there will be no requirement to see the documents listed below.

For physical document checks we follow the three-step process set out in the governments right to work checks as detailed through the link provided above.

- **Step one:**

We obtain the work seekers original documents. The work seeker must provide us with documents listed from the lists stipulated in the guidance according to nationality of the individual. Photocopies or electronic scans are not acceptable.

- **Step two:**

We take reasonable steps to check that the document is valid and that the work seeker is the person named in the document.

For each document we complete the following checks:

- check any photographs are consistent with the appearance of the work seeker.
- check any dates of birth listed are consistent across documents and that we are satisfied that these correspond with the appearance of the work seeker.
- check that the expiry date for permission to be in the UK has not passed.
- check that the documents are valid and genuine, have not been tampered with and belong to the holder; and
- if given two documents which have different names, we ask for a further document to explain the reason for this. The further document could be a marriage certificate, a divorce decree absolute, a deed poll, or a statutory declaration.

- **Step three:**

We make a copy of the relevant page/s of the document in a format which cannot be subsequently altered. This can include a photocopy or a scan or where we take an electronic copy, this will be in a non-rewritable format.

We will photocopy or scan the identification: any page with the document expiry date, the holder's nationality, date of birth, signature, leave expiry date, biometric details, photograph, and any page containing information indicating that the holder has an entitlement to enter or remain in the UK and undertake the work in question.

All copies of documents taken will be kept securely for the duration of the work-seekers engagement with [insert company name] and for two years afterwards. The copy will then be securely destroyed.

The Home Office has an established employer helpline. This service is equipped to provide advice on compliance with right to work checks. The Employer Enquiry helpline can be contacted on 0300 790 6268. (Monday to Thursday, 9am to 4:45pm; Friday 9am to 4:30pm). Calls made to this number will be charged at local rate.

The link below is handy to watch the steps through checking an individuals Right to work.

https://www.youtube.com/watch?v=nNrOr_GmckM

ID checks, bank details proof of address

In addition to the above right to work documents, we also require the work seeker to provide us with two documents to confirm their identity and proof of address. The type of documents that we accept are driving licence, utility bill, bank statement, government document/letter which includes the work seekers national insurance number.

We also ask for their proof of ownership of a bank account so that we can ensure that their wages get paid correctly to them.

References

(Delete if non applicable) We require (at least) two references that must cover the previous two years of employment for all work seekers. One reference must be from the work seekers' most recent employer. References must be from non-family members who give their consent for the reference to be forwarded to our clients.

We will verify all references by contacting the referees directly, either by telephone or email.

Verbal references will be recorded, and a copy of the record will be sent to the referee via their school email address to obtain their written confirmation that the record is correct and their consent to forward it to a third party. If the referee does not provide their written confirmation that the record is correct and give their consent, the reference will not be accepted.

Open references may be accepted, if they include the following information:

- the dates between which the work seeker worked for or with the referee.
- the role the work seeker undertook.
- whether the referee would re-employ the work seeker; and
- whether the work seeker was subject to any disciplinary action and the circumstances, if any.

References from employment businesses must, as a minimum, include dates of employment and details of any safeguarding issues if they are known.

Vetting

As a responsible employer we will undertake vetting from the application process through to the actual work placement in the form of checks as outlined in this policy,

(Insert company name) is committed to the fair treatment of its staff, potential staff, or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.

(Insert company name) actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.

(Insert company name) select all candidates for interview based on their skills, qualifications (if relevant) and experience.

(Insert company name) ensures that all staff of (insert company name) who are involved in the interviewing of candidates have been trained to under the task.

To conclude, we ensure that all individuals that apply for roles in (Insert company name) are treated fairly, respectfully and all contracts for engagement are provided with all the details of the job undertaken and agreed by all suitable candidates prior to their start date.

Signature Page

Senior leadership team

_____ Date _____

_____ Date _____

_____ Date _____