

## **Pre Employment Screening – what you need to know**

### **Overview**

Otley College takes the wellbeing and safety of its staff and learners very seriously. As part of our Recruitment and Selection process, we carry out a number of checks to help us ensure that the people we offer employment to are suitable to carry out the work.

### **Asylum & Immigration Identity Check**

This check is carried out to ensure that candidates have a right to work in the UK and to check the identity of candidates is genuine. If you are shortlisted for interview, you will be asked to bring proof of right to work in the UK with you to interview. This will be photocopied at interview and if you are appointed, a copy will be held on your HR file. If you are unsuccessful following an interview, the photocopy taken of your identity will be destroyed in a secure manner.

### **Proof of qualifications**

If you are shortlisted for interview, you will be asked to provide proof of qualifications which are essential to that role. Photocopies will be taken on the day of the interview and if you are appointed, will be placed on your HR file. If you are unsuccessful following interview, the photocopy taken of your identity will be destroyed in a secure manner.

### **References**

We request two references, one of which must be from your current or most recent employer. We will take reasonable steps to ensure an employer reference is genuine. We will not allow employees to start work until at least one reference has been returned to us and is satisfactory. Further information can be found in the guidance notes.

### **List 99 Check**

A list 99 check confirms whether or not you are barred from working with children or vulnerable adults. All employees who may come into contact with vulnerable adults or children will have a List 99 check undertaken by the College prior to employment commencing.

### **Criminal Records Bureau Check**

New employees are required (if applicable to their position) to complete an enhanced Criminal Records Bureau Check. The forms must be returned to the HR Department along with relevant forms of identity before employment commences. Failure to provide the relevant documentation before the first day of employment could lead to your start date being delayed.

**Medical Clearance**

Our offer of employment is subject to a satisfactory medical report confirming you are medically fit to carry out your role or if any reasonable adjustments are needed.

**Institute for Learning Registration (Teaching staff only)**

To be able to work at Otley College in a teaching role such as Lecturer, Associate Lecturer or Instructor/Assessor, you must hold a relevant Level 3 qualification and register with the Institute for Learning at the start of your employment, and provide the HR Department with details of your registration number. You will also be required to fulfill at least 30 hours continuing professional development each year, pro-rata for part timers, with a minimum of six hours per year. All teaching staff must complete their PTTLS (Preparing to Teach in the Lifelong Learning Sector) qualification before taking charge of a class unsupervised.