

Recruitment and Selection



Bishop Road Primary School

For schools and other establishments with a delegated budget -referred to in the policy as the school)

Author and owner

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Bishop Road Primary School

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Bishop Road Primary School

1. Policy Statement

This school is committed to recruiting fairly and safely. This policy provides a framework for recruiting and selecting appropriately experienced and qualified employees, fairly and transparently. To support the school's commitment to social inclusion the best candidate will be appointed irrespective of race, gender, disability, nationality, sexuality, age, marital status or religion.

The governors will ensure that all staff and governors involved in recruitment and selection are appropriately trained, including ensuring that at least one member of every recruitment panel is trained in Safer Recruitment.

2. Equalities

As a Bristol City Council maintained school the governing body aspires to have a workforce that reflects the diversity of the city's population. This school will implement recruitment practices which support this aim and give due consideration to positive action, reasonable adjustments and equalities initiatives which can help to address any under representation. The governors will not discriminate or tolerate discriminatory behaviour on the grounds of age, disability, educational background, gender, employment status, ethnic origin, marital / partnership or family status, race, religion or belief, sex, sexual orientation, social class, transgender, working pattern or any other irrelevant factor in any aspect of employment. The governors are committed to employing disabled people, and reasonable adjustments will be made to the recruitment procedure to ensure that no-one is disadvantaged because of their disability. If a disabled person is appointed, reasonable adjustments will be made to the workplace, including premises & equipment, duties, practices or policies.

3. Procedure

This procedure applies to the recruitment of all posts in this school.

Headteacher recruitment will be undertaken by the governing body supported by the local authority (normally the school's School Improvement Officer).

4. Prior to Advertising

The governing body will nominate a recruitment manager. For many jobs this may be the headteacher, but the headteacher can delegate this to appropriate members of the senior leadership team.

The recruiting manager will:

- Review the need for the job. Governors should determine if the post needs to be filled, or if there are alternative ways of achieving the same results.
- Where the vacancy is not permanent ensure the reasons as to why are clear and that these reasons are put into supporting paperwork.
- Where the vacancy is a result of a restructure ensure that the trade unions have been consulted.
- Review the job paperwork – does it meet the school’s current business need. Amend if necessary and for support staff posts check evaluation with the City Council’s Job Evaluation team. Most support staff job descriptions are available on The Source and will have been evaluated.
- Check that the job description and employee specification do not include any discriminatory criteria and are clear and concise. You are advised to seek HR advice.
- Check that the employee specification includes a criterion under special features regarding safeguarding so that candidates and employees are aware that appropriate disclosure and barring checks will be undertaken.
- Where the post will involve working in Early Years the Employee Specification must include a criterion relating to Disqualification by Association.
- State if the job is “not suitable for job share.” The City Council supports job share and other forms of flexible working. The headteacher must determine if a post is not suitable for job share and record reasons where it is determined that the post is not suitable.

5. Safer Recruitment

This school is committed to ensuring the safeguarding of its pupils through the use of a safer recruitment process.

Safer recruitment training is a legal requirement. At least one member of every recruitment panel must have been trained in Safer Recruitment. The governing body will nominate at least one governor to undergo the full training.

All recruitment will follow the current guidance on Safer Recruitment.

6. DBS Checks

All posts in schools are subject to satisfactory DBS checks. This information should be included in the advert and the further details for the post.

If the employee is going to be working in Early Years s/he may also be covered by additional legislation (The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018).

Candidates' identities will be checked at interview as part of the process. The documents which can be used to check identity are shown at Appendix 7.

Any gaps which appear in an application form which are not accounted for should be followed up by questions at interview.

Recruiting Managers should carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK. The DBS website gives instructions on how to access other countries' information.

Bristol City Council's Disclosure Policy recommends schools renew employees' DBS checks every three years as part of safeguarding standards. Whilst renewal every three years is not a legal requirement, it is best practice.

If schools wish to deviate from this policy:

- it must be a decision made by the governing body, which is documented in your safeguarding policy
- you must explain the reasons for coming to this decision
- your policy must meet the safeguarding standards as stated in Keeping Children Safe in Education as a minimum

[Disclosure and Barring Service – GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/organisations/disclosure-and-barring-service)

7. Advertising

The school will advertise its headteacher and any deputy headteacher posts as appropriate to attract the best range of candidates.

All jobs of three months' duration or longer will be advertised.

Advertising can be restricted to an internal advert only where:

- Because of an internal reorganisation where to make an external appointment would lead to a need to reduce that workgroup.
- In the case of amalgamating schools where special arrangements apply.

A template for an advert is attached as Appendix 1

Bishop Road Primary School

7a. Where to Advertise

Advertising is important to attract the best possible applicants to apply for the job. Posts will be advertised where they will be seen by appropriately qualified potential applicants e.g. E-teach, local newspapers, the TES, the school's bulletins/newsletters local shops/community centres. The specific location will depend on the post that is being advertised.

The school may consider use of the council's Recruitment Service for appropriate posts, for which there will be a charge. (Advice is available from the Resources Team Manager on 0117 35 21400)

The closing date for receipt of applications will usually be 14 days after advertising.

8. Applications

The school will use the City Council's application forms for "people applying to work with children or vulnerable adults" which is available through the TWS website.

The recruiting manager will arrange for the receipt of applications within the school by someone who is not involved in the process and has no interest in the position.

The forms will be stored confidentially until they are passed to the recruiting manager for shortlisting. Before being passed to the recruiting manager the personal details of the applicants (ie name, date of birth ethnicity) should be removed so that the shortlisting is undertaken anonymously.

9. Shortlisting

The recruiting manager and at least one other member of the interview panel will independently shortlist applicants against the essential criteria on the employee specification. The personal details of the applicants should not be known to the shortlisting panel to aid objective selection.

Records of shortlisting must be of sufficient detail to allow constructive feedback to be given to applicants upon request. Therefore, panel members must record sufficient reasons why applicants have not been shortlisted.

Any disabled candidate who meets the essential criteria or who may do so with reasonable adjustments will be shortlisted.

We will consider carrying out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online, which will be explored at interview.

A shortlisting template is attached as Appendix 2

10. References

References should be sought at the same time as candidates are invited for interview so that they are available prior to the interview.

The referee should be asked specific questions about the applicant's suitability to work with children and details of any disciplinary issues.

References should be scrutinised before the interview by the recruiting manager and should be available for the panel at interviews.

No job offer will be made prior to satisfactory references being received. No job will be offered subject to references.

A reference request template is attached as Appendix 3

11. Assessment Methods

Assessment centres, occupational tests or role plays where appropriate, will be considered to aid recruitment.

Occupational tests are a useful way of selecting candidates and require them to demonstrate their ability to undertake tasks within the job.

Assessment methods will include a face-to-face interview.

Advice is available from your HR provider, and the school's SIO on assessment centres and Occupational tests.

Invitations to interview will inform the candidates of any tests or presentations which will be required.

12. Invitation to Interview

All shortlisted candidates will be invited to interview in writing.

The invitation will advise the day, date, time and venue of the interview and give details of the selection process which will be used. It will also ask candidates to bring suitable original documentation to check:

- Qualifications
- Identity
- The right to work in the UK

A template invite to interview letter is attached as Appendix 4.

13. Selection

All candidates must be subject to the same selection process which will include an interview.

Reasonable adjustments must be made available to any disabled candidate, and these should be recorded. Advice is also available from the school's HR Provider.

A minimum of two people will be on the selection panel and three people for headteacher interviews.

Where possible interview panels will be diverse in terms of gender and race, and where a candidate has declared as disabled, in terms of disability.

Interviews will be structured and planned.

The panel will draw up and agree interview questions. Questions should include Warner-style questions (or Value-based interviews) as well as questions about qualifications, previous experience, competencies etc. All candidates should be asked the same questions, but supplementary questions may be asked, and questions to clarify particular information, e.g. from application form should be asked.

The outcomes of any assessment processes must be recorded on an interview assessment form. If the panel does not unanimously agree who the successful candidate should be, the panel member(s) who disagree(s) with the majority opinion or with the decision of the chair of the panel, will record their opinion on the assessment form and sign it.

Sample assessment forms are attached as Appendix 5

The assessment form will identify all those candidates who meet the criteria and are appointable and allow them to be ranked in order of merit based on the objective assessment. Candidates who meet the criteria and who are appointable but were not the best candidate on the day can be identified as 'reserve' candidates for 12 months. Records must also be kept of candidates who did not meet the criteria, with clear reasons given as to why they did not meet the criteria.

All other notes from the assessment process which panel members may have made as an 'aide memoir' can be destroyed or added to the recruitment file. Where they are included in the recruitment file applicants can request to see them under the Data Protection Act. Records must include agreed feedback to be given to candidates upon request. Where requested, feedback should be given within 10 working days, or as soon as possible

14. The Offer

Job offers may be subject to satisfactory DBS clearance, and where necessary (ie due to this not having been checked at interview or the outcome being awaited) evidence of qualifications and right to work in this country being received.

Template offer letters are attached to this policy as Appendix 6 (These are samples only and will need to be tailored for the roles you are filling)

Successful candidates will be paid in accordance with the school's pay policy.

15. The Right to Work in the UK

There are laws in place to ensure that only those entitled to live and work in the United Kingdom are offered employment. It is a criminal offence for employers to employ someone whose immigration status prevents them from working in the UK.

A potential employee will be asked to provide information in accordance with Appendix 7.

The school will check and copy the relevant pages of the documentation and retain the information on the personal file.

All job applicants will be treated in the same way and will be required to produce the relevant documentation before any job offer is confirmed. Failure to produce the relevant documentation will result in the job offer being withdrawn.

[Guidance on Right to Work from Business Link](#)

16. Administration

The headteacher must complete the starter documentation needed by the school's payroll provider. A copy of the application form and offer letter will be sent to your payroll provider.

17. Commencement of Employment

All new starters will receive a starter pack from the school which will include the school's Employment Handbook for Staff and Code of Conduct declaration.

18. Induction

Induction is a continuation of the selection process. The line manager needs to effectively structure induction to ensure that new recruits are properly integrated into their job and the school.

19. Probation Period

All support staff appointed to this school are subject to a six-month probation period, including those with previous local government service gained with an employer other than BCC.

Probation is an important time for both managers and new staff to settle in to a new role and to identify whether they are able to undertake the job to the required standards.

Managers should use the school's probationary policy and guidance documentation below to structure and record the probation period.

20. Complaints

Complaints regarding the appointment process should be made in writing to the headteacher (or chair of governors where the complaint is about the headteacher).

If the complainant is not satisfied with the response given s/he can appeal against it to a panel of governors.

Support and advice for the headteacher/governors is available from the school's HR provider.

Appendix 1 – Advert Pro Forma

School Name

(Part-time) POST TITLE

Temporary until (date)/for one year etc

£XXXXX (pro rata) (if part time)

Intro– usually about the school

Eg A large, central primary school with a diverse mix of children. Outstanding at last Ofsted in (date) Mixed age range classes.

The role

E.g. Part of the leadership team, leading on X,Y Z

The person

I.e. skills and experience e.g. Newly qualified Science teacher able to teach physics to A level.

An excellent career move for a qualified teacher with some experience in....and

An experienced practitioner in.....

This post is subject to an enhanced DBS check.

How to apply

Details of process

Closing date

When it is anticipated that interviews will be held

Appendix 3 – Request for Reference

Private and Confidential

E-mail
Date

Dear ,

Reference Request for Post of:

Date to be returned by :

As you may know, xxxxx has applied for the above post and has given your name as a referee.

I enclose a job description and employee specification for the post, and a questionnaire to be completed if you are the current, or former employer of the applicant.

If you are not a current or former employer of the applicant, please supply a character reference.

This post is a regulated position, which means that police clearance through the Disclosure and Barring Service will be sought for the successful candidate.

References need to be returned before the interview so that they can be considered. I would, therefore, very much appreciate you completing the attached questionnaire by the above date, or supplying a reference in your standard format.

The post for which the application is being made is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 in order to protect the public. It is not, therefore, in any way contrary to the Act to reveal any information you have concerning convictions which would otherwise be considered as 'spent' in relation to this application and which you would consider relevant to the applicant's suitability for employment. Any such information will be used only in consideration of the suitability of this applicant for a position where such exemption is appropriate.

Our employees have the right of access to their own personnel files and, therefore, to references held within them. Can I, therefore, respectfully remind you that references need to be factual, accurate and objective.

Our recruitment policy places great emphasis on references. Candidates can only be appointed on receipt of satisfactory references. Any delay in receiving the reference could delay this appointment should the above named be the most suitable applicant.

Your help in this important part of our procedure is very much appreciated.

Yours sincerely,



School name
REFERENCE REQUEST QUESTIONNAIRE – DISCLOSURE

NAME OF CANDIDATE:

POST OF:

Please assist us in assessing this candidate by answering the questions below.

1. Between what dates was the above person employed by your organisation?

Commenced	<table border="1" style="border-collapse: collapse; text-align: center; width: 100%;"> <tr> <td style="width: 25%;">D</td><td style="width: 25%;">D</td><td style="width: 25%;">M</td><td style="width: 25%;">M</td><td style="width: 25%;">Y</td><td style="width: 25%;">Y</td> </tr> <tr> <td style="height: 20px;"> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table>	D	D	M	M	Y	Y							Finished/left	<table border="1" style="border-collapse: collapse; text-align: center; width: 100%;"> <tr> <td style="width: 25%;">D</td><td style="width: 25%;">D</td><td style="width: 25%;">M</td><td style="width: 25%;">M</td><td style="width: 25%;">Y</td><td style="width: 25%;">Y</td> </tr> <tr> <td style="height: 20px;"> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table>	D	D	M	M	Y	Y						
D	D	M	M	Y	Y																						
D	D	M	M	Y	Y																						

Post Title:

.....

Brief Description of present duties and ability to carry them out in a satisfactory manner

.....

.....

.....

2. Have you had any reason to discipline this individual in the last 12 months?

If yes please specify

.....

.....

.....

3. Have you had any reason to doubt the individual's honesty and integrity?

 Yes No

Honesty

 Yes No

Integrity

4. Please refer now to the Job Description and Employee Specification and indicate whether, in your view, the candidate will be able to perform the tasks specified well.

.....
.....
.....
.....
.....

5. Would you re-employ this person?

 Yes No

If no, why not

.....
.....

6. Disclosure questions:

a) Has the candidate ever committed a disciplinary offence involving children or vulnerable adults?

=====

Yes

No

If yes please give details:

.....
.....

b) Have you or your colleagues ever had cause for disquiet about the candidate's behaviour or judgement in relation to children or vulnerable adults?

Yes

No

If yes please provide examples of events or incidents which caused you this concern:

.....
.....

7. Any other comments

.....
.....
.....
.....
.....

Please note that this school operates an Open Reference Policy, which means that employees have the right to see references supplied for them. By providing a reference you are considered to also be giving permission for it to be seen by the employee

concerned. You are strongly advised to discuss the reference with them prior to being sent.

Signed

Date

.....

.....

Name of referee (BLOCK CAPITALS PLEASE)

.....

PLEASE PROVIDE ADEQUATE EVIDENCE THAT YOU ARE PROVIDING THIS REFERENCE ON BEHALF OF YOUR COMPANY – A COVERING LETTER ON HEADED PAPER IS PREFERRED, HOWEVER WE MAY ALSO ACCEPT A COMPANY STAMP

Appendix 4 – Invitation to Interview

Name and address

Date

Dear,

Post of:

Applicant Reference Number:

Further to your recent application for the above post I am pleased to invite you to an interview on

Date:

Time:

Venue:

On arrival please report to **, bringing this letter with you. Please bring proof of any qualifications with you to your interview. In particular for this post I must have evidence that you have (list quals from person specification eg teaching qualification and evidence of eg, NVQ level 3 in ..., accounting technician qualification). This must be original documentation as I cannot accept photocopies.

Additionally, if you are successful at interview any offer of employment will be made subject to satisfactory Occupational Health clearance, Disclosure and Barring Service Check, your entitlement to work in the United Kingdom (and for Early Years workers add and confirmation that you are not Disqualified by Association). You are, therefore, asked to bring **original** documentation, in accordance with the attached appendices, which will allow these checks to be started at the interview and prevent delays at a later stage.

The format of the day will require you to undertake...

A test/ make a presentation at the interview/ attend an assessment centre on XXXX at, **, details of which are enclosed.

As a Bristol City Council Maintained School we are striving to be an equal opportunities employer and will make every effort to treat all candidates fairly during the selection process. If you are a disabled person and have particular access needs (eg specific computer access, a wheelchair accessible venue with car parking)

please let me know as soon as possible.

Unless otherwise stated on your application form, your referees are now being contacted. Please advise your referees that an urgent response is required, as your application cannot be progressed beyond the interview stage unless your references have been received.

If you are unable to attend this interview for any reason or require further information, please do not hesitate to contact me.

Yours sincerely,

Name.

School Business Manager

Enc.

- Appendix A Documentary evidence needed for DBS
- Appendix B documentary evidence of entitlement to work in the UK
- Map
- Test / Presentation details etc

Appendix 5 – Candidate Assessment Form

School name CANDIDATE ASSESSMENT FORM

Job Title:	Vacancy Ref :	Grade:
Candidate's Name:		

Panel Members : Name	Job Title
1.	
2.	
3.	

The interview panel should record their assessment of the candidate by awarding a score for each question asked; scores indicate:

- Did not meet the required standard 1
- Met the required standard in part 2

Met the required standard	3
Partly exceeded required standard	4
Excelled	5

The interview provides the manager with the opportunity to explore in more depth the candidate's knowledge/experience/ability in key areas of the job. Questions should be formulated in a way which **tests competences / job requirements**, as set out in the employee specification and you need to test at least 2 competencies from the Competency Framework relevant to the job.

Supplementary questions can be asked to follow up a candidate's response to core questions. Please ensure that these are recorded.

In **finalising the assessment** of each candidate, the results from (i) a presentation, (ii) test or assessment centre results (if used) should be included on this form. The interviewing manager should determine how the **relative scores** from the interview, presentation and tests/assessment centre should be **weighted**, to determine the successful candidate.

Please remember that assessment documentation may be subject to **recruitment audit**. Each panel member should record questions and answers in sufficient depth to make the panel's final decision transparent.

Notes should be objective, legible and clear in content, as candidates have the right to request to see their **own assessment form**. Files should contain all candidate assessment forms with the appropriate signatures.

Interview Assessment (Summary)

You can insert as many boxes as necessary on the interview assessment form, but each question should have a separate box and score.

Supplementary questions should be recorded on the interview notes form, but the score awarded the question will be included in the core question.

Interview questions	Reasons why the candidate met (scored 3 or above) the required competence for this question. Also reasons why the candidate did or did not meet the required competence (scored 1 or 2).	1	2	3	4	5

Interview score						
Presentation score (if used)						
Test/Assessment Centre results (if used)						
Overall score						

At the end of interview process, if you have a situation whereby 2 or more candidates have scored exactly the same following interview or objective assessment you should contact your HR Provider for advice.

Appendix 6 – Example Offer Letters

Some example offer letters

Please note

- the offer letter must reflect what was agreed at interview
- should be tailored to the individual
- Do not include the variables in red

1 Permanent full time

Private and Confidential

Employees name and home address

Dear

Post: Teacher

Salary Scale £X-£Y Points £-, £-,£,£,£, .

I am pleased to offer you the above post at a starting salary of £ per annum subject to satisfactory clearances as detailed below:

Medical Clearance

Please complete and sign the attached Bristol City Council pre-employment questionnaire and return it to me.

DBS clearance (and Barring Checks where appropriate)

The Local Authority will let me know when they are notified that your DBS certificate has been sent to you. I will need to see this as soon as you receive it.

Proof of entitlement to work in the United Kingdom if not checked at interview

Please supply **original documentation** that confirms your entitlement to work in the United Kingdom. The enclosed list provides information regarding the type of documents that are acceptable for this purpose.

Proof of qualifications if not checked at interview

Please bring your original degree and PGCE certificates with you on your first day of employment. Failure to provide evidence of your qualifications or GTC registration could lead to termination of your employment.

This post is full time and it is anticipated that you will start on date (if known). Your working pattern will be on a rota basis. (add/delete any special conditions if appropriate)

Any special conditions

It is advised that you discuss any offers subject to special conditions with your HR provider eg

This offer is subject to you satisfactorily undertaking and or completing

This offer is subject to you achieving qualified teacher status (important if you are offering before results of PGCE are known).

Failure to (meet the condition) will result in the termination of your employment.

It is a requirement that you join the pension scheme. Should you wish to opt out of the scheme you must contact the (Teachers' or Avon) Pension Scheme. Where you are employed in more than one post separate opt-outs must be completed for each post that you are employed in.

Please also complete the following and return as advised:

1. the enclosed pre-employment health questionnaire which should be returned directly to me (headteacher).
2. the method of payment form.
3. the copy of the front page of the school's Code of Conduct
4. anything else the school wants to add

Unless already agreed, please contact xxxxxxxxxxxx on telephone number xxxxxxxx to discuss a start date. Any start date agreed will be dependent on all clearances having been completed satisfactorily.

Your statement of particulars (Terms and Conditions of Employment) will follow shortly after you have taken up the post.

Please confirm, in writing, your acceptance of this offer of employment on the terms stated.

If you have any queries regarding this offer or your terms and conditions of employment, please do not hesitate to contact me.

I would like to welcome you to your new post withSchool and look forward to working with you.

Yours sincerely

Headteacher

Enc Teachers pay points from school's pay policy

Sample off letter to temporary LSA

Private and Confidential
Employee's name and home address

Dear

Post: Temporary part-time LSA
Fixed term contract until 31 August 20XX
Salary Scale Bristol Grade 8 SCP 22–25 £–£

I am pleased to offer you the above post at a commencing salary of £ pro rata* per annum (SCPX) subject to satisfactory clearances as detailed below:

Medical Clearance (if not done at interview)

Please complete the attached form and return it to.....

DBS clearance (and Barring Checks where appropriate)

The Local Authority will let me know when they are notified that your DBS certificate has been sent to you. I will need to see this as soon as you receive it.

Proof of entitlement to work in the United Kingdom if not checked at interview

Please supply **original documentation** that confirms your entitlement to work in the United Kingdom. The enclosed list provides information regarding the type of documents that are acceptable for this purpose.

Proof of qualifications if not checked at interview

Please bring your original NVQ level 2 and 3 certificates with you on your first day of employment. Failure to provide evidence of your qualifications or GTC registration could lead to termination of your employment

You will be employed for X hours a week, 39 weeks per year. You will be paid for 45.4 weeks per year rising to 46.4 weeks on completion of 5 years' continuous service.

The post is temporary until 31 August 20XX to cover the absence of the permanent postholder, Jo Bloggs, who is acting up to the post of Higher Level Teaching Assistant. Your employment with the school will automatically end on the above date, or earlier should Jo Bloggs leave her present post for any reason.

You will shortly receive a starter pack, and you are required to complete and return the relevant forms in the envelope provided, **including** the **pension forms** to either **join** or **opt-out** of the scheme.

Please also complete the following and return as advised:

1. the method of payment form.
2. the copy of the front page of the school's Code of Conduct
3. anything else that the school wishes to send

Unless already agreed, please contact xxxxxxxxxxxx on telephone number xxxxxxxx to discuss a start date. Any start date agreed will be dependent on all clearances having been completed satisfactorily.

Your statement of particulars (Terms and Conditions of Employment) will follow shortly after you have taken up the post.

Please confirm, in writing, your acceptance of this offer of employment on the terms stated.

If you have any queries regarding this offer or your terms and conditions of employment, please do not hesitate to contact me.

I would like to welcome you to your new post withSchool and wish you every success.

Yours sincerely

Headteacher

- Please note that support staff who are term time only and/ or who work fewer than 37 hours per week are part-time unless they are on nursery staff grade for which different conditions apply.

6. A birth or adoption certificate issued in the UK, **together with** an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
7. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **together with** an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer
8. A certificate of registration or naturalisation as a British citizen, **together with** an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

List B Group 1

1. A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules, Appendix EU to the Isle of Man Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
3. A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

List B Group 2

1. A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme) on or before 30

June 2021 **together with a Positive Verification Notice** from the Home Office Employer Checking Service.

2. A Certificate of Application (digital or non-digital) issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme) on or after 1 July 2021, together with a Positive Verification Notice from the Home Office Employer Checking Service.
3. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man showing that the holder has made an application for leave to enter or remain under Appendix EU(J) to the Jersey Immigration Rules or Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
4. An application registration card issued by the Home Office stating that the holder is permitted to take the employment in question, **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
5. A **Positive Verification Notice** issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question

Step 2 – Check

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

1. Are photographs consistent across documents and with the person's appearance?	Yes	No	N/A
2. Are dates of birth correct and consistent across documents?	Yes	No	N/A
3. Are expiry dates for time-limited permission to be in the UK in the future i.e. they have not passed (if applicable)?	Yes	No	N/A
4. Have you checked work restrictions to determine if the person is able to work for you and do the type of work			

you are offering? (For students who have limited permission to work during term-time, you must also obtain, copy and retain details of their academic term and vacation study in the UK for which they will be employed.)	Yes	No	N/A
5. Are you satisfied the document is genuine, has not been tampered with and belongs to the holder?	Yes	No	N/A
6. Have you checked the reasons for any different names across documents (e.g. marriage certificate, divorce decree, deed pool)? (Supporting documents should also be photocopied and a copy retained.)	Yes	No	N/A

Step 3 – Copy

You must make a clear **copy** of each document in a format which cannot later be altered and retain the copy securely; electronically or in hardcopy. You must copy and retain:

1. **Passports:** any page with the document expiry date, nationality, date of birth, signature, leave expiry date, biometric details and photograph, and any page containing information indicating the holder has an entitlement to enter or remain in the UK and undertake the work in question.
2. **All other documents:** the document in full, both sides of a biometric residence permit. **You must also record and retain the date on which the check was made.**

Know the type of excuse you have

If you have correctly carried out the above 3 steps you will have an excuse against liability for a civil penalty if the above named person is found working for you illegally. However, you need to be aware of the type of excuse you have as this determines how long it lasts for, and when you are required to do a follow up check.

The documents that you have checked and copied are from:

1. **List A.** You have a **continuous statutory** excuse for the **full duration** of the person's employment with you. You are not required to carry out any repeat right to work checks on this.
2. **List B: Group 1.** You have a **time-limited statutory excuse** which expires when the person's permission to be in the UK expired. You should carry out a **follow-up check when the document evidencing their permission to work expires.**
3. **List B: Group 2.** You have a time-limited statutory excuse which expired six months from the date specified in your Positive Verification Notice. **This means that you should carry out a follow-up check when this notice expires.**

You must obtain original documents from either List A or List B of acceptable documents for a manual right to work check.

Home Office online right to work checking service

Checking the online checking service supports checks in respect of those who hold:

- A biometric residence permit; or
- A biometric residence card; or

- Status issued under the EU Settlement Scheme; or
- Status issued under the points-based immigration system; or
- British National Overseas (BNO) visa; or
- Frontier Worker permit

There are three basic steps to conducting an online right to work check:

1. Use the Home Office online right to work checking service (the 'View a job applicant's right to work details' page on GOV.UK) in respect of an individual 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 (storing that response securely, electronically or in hardcopy) for the duration of employment and for two years afterwards.

More information on how to conduct a manual and online check can be found in guidance at [GOV.UK/government/collections/right-to-work-checks-employer-guidance](https://www.gov.uk/government/collections/right-to-work-checks-employer-guidance)