

Recruitment and Selection Procedure

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RECRUITMENT AND SELECTION PROCEDURE

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RECRUITMENT AND SELECTION PROCEDURE

1. INTRODUCTION

The purpose of this Procedure is to ensure that an equitable and consistent approach to recruitment and selection is adopted, and that the various stages of the recruitment and selection process are carried out in line with the aims and principles of the council's [Recruitment and Selection Policy](#) and [People Strategy](#) and its commitment to promoting equality of opportunity.

2. VACANCY REVIEW

Vacancies should not be filled automatically. Managers should review vacancies against the Service's Workforce Strategy in line with the workforce planning process to determine if:

- it is necessary to fill the vacancy;
- it could be filled in a different way e.g. different hours, duties, grade etc.;
- there are likely to be changes to the post requiring different or additional skills

3. CREATE A NEW POST

3.1 New posts can only be created with the approval of the Head of Service.

3.2 Requests to create a new post must be made in accordance with the formal Grading Assessment Process. Further details can be found [here](#).

4. JOB OUTLINE

4.1 Each post has a Job Outline. When a post becomes vacant, the manager should review the Job Outline and revise as necessary.

4.2 A job outline must not contain any unjustifiable requirements that may exclude any person from applying for the job. For example, stating that the person must be energetic, if this is not a demonstrable skill required of the job; or requires to have a number of years' experience.

4.3 A job outline should:

- be written in the council's approved format (See Appendix 1);
- be clear, comprehensive, and outline the key duties, responsibilities and accountabilities of the job.

5. PERSON SPECIFICATION

5.1 A person specification provides the basis for advertising, short-listing, interviewing and filling a post. It is based on the job outline and lists the skills, knowledge, experience, qualifications and personal qualities required in the post.

5.2 Managers are responsible for preparing a person specification for each post they advertise (see example proforma Appendix 2).

5.3 Criteria should relate clearly to the requirements of the post as set out in the job outline. Essential criteria, such as a specific minimum level of education or training, should only be applied if:

- it is considered that the postholder could not carry out the duties of the job effectively without it; or

- there is a legal/statutory requirement for a particular criteria to be met, such as qualifications.
- 5.4 Criteria included in person specifications must be capable of being demonstrated or assessed during the selection process, and must not contain any unjustifiable requirements that may exclude any person from applying for the job. For example, stating that the person must be energetic, if this is not a demonstrable skill required of the job; or requires to have a number of years' experience.
- 6. VACANCY ADVERTISING**
- 6.1 All vacancy advertising is co-ordinated by Human Resources on a case-managed basis.
- 6.2 All vacancies are advertised unless covered by Section 5 'Exceptions' of the Recruitment and Selection Policy. Section 7 below deals with those exceptions and the appropriate action to be taken in the circumstances.
- 6.3 Vacancies are advertised as widely as possible. Where, in relation to Equal Opportunities, under-represented groups are identified, alternative methods of recruitment will be explored to address the particular issue.
- 6.4 Approved vacancies must be submitted to the HR Support Team with the following items:
- a job advertisement (see Appendix 3 for example);
 - a job outline;
 - a person specification;
 - any other relevant information
 - [vacancy authorisation form](#)
- ALL of the above items must be forwarded electronically.
- 6.5 Job adverts must not contain unjustifiable requirements that may exclude an individual from applying for the job, or are not a demonstrable skill required. For example, avoid asking for a number of years experience or using language such as 'mature', 'young' or 'energetic' that might imply you would prefer someone of a certain age.
- 6.6 Job adverts should:
- be based on the job outline and person specification;
 - be concise but contain sufficient information to attract suitable candidates;
 - include essential selection criteria;
 - state if a legislative exemption applies (i.e. there is a genuine occupational requirement for the job to be filled by someone from a particular ethnic minority background or gender);
 - state if a PVG check is required;
 - state if registration with Scottish Social Services Council (SSSC) is required

- 6.7 External adverts:
- will be advertised on Myjobscotland, the national local government recruitment portal
 - will where appropriate be placed in suitable media taking into account cost, quality, equal opportunities and coverage required. Posts to be advertised in the media should contain no more than 25 words (excluding qualifications ie degree/registration with professional body etc and experience ie post qualifying experience etc).
 - will also be advertised in the local Job Centre

7. EXCEPTIONS

- 7.1 Certain other council policies create exceptions to the provisions of the [Recruitment and Selection Policy](#) by allowing different treatment to the following categories:
- trainees on approved training/job programmes (e.g. Skillseekers, New Deal etc.);
 - employees awaiting redeployment (see paragraph 7.4 and 7.5 below);
 - compulsory transfer of teachers (see appendix 11);
 - employees being considered for alternative employment on the grounds of ill health or disability;
 - vacancies sent to the Job Centre for 'Job Matching';
 - applicants with disabilities (see 7.2 below);
- 7.2 In accordance with the Equality Act and the council's [Policy on Equality in Employment and Service Provision](#) all applicants with a disability who meet the essential criteria for a post will be interviewed. The council will make such reasonable adjustments as necessary to help applicants participate in the selection process and for successful candidates to take up employment.
- 7.3 Trainees on approved training programmes may be allocated to a suitable post that falls vacant if they meet the criteria for that post.
- 7.4 Human Resources maintain a file of employees awaiting redeployment, and will check to see who may be matched to a vacancy. The council's [Workforce Management Policy & Procedure](#) sets out the steps that must be followed.
- 7.5 The council will, wherever practicable, try to retain employees who become unable to do their own job due to ill health or disability. The first consideration will be to see if reasonable adjustments can be made to the employee's own job to allow them to remain in it. If this is not possible, the employee will be considered for other posts. It is accepted that re-training and/or reasonable adjustments may be required.

8. APPLICATIONS

- 8.1 Application forms must be completed for all vacancies and applicants should, where possible, apply online. Applicants unable to apply online will be sent the following:
- an appropriate application form;
 - a job outline;
 - a person specification;
 - an Equal Opportunities Statement and Monitoring Form.
- 8.2 Applications can be made available in alternative formats (i.e. large print or alternative languages).

9. SELECTION

9.1.1 General Principles

- 9.1.2 Selection for each vacancy will normally be carried out by a minimum of two people designated by the appropriate Depute Chief Executive or Head of Service.
- 9.1.3 All individuals participating in the selection process should be appropriately trained in Recruitment and Selection techniques, and at least one of the trained participants should have knowledge of relevant employment legislation and council policies and procedures.
- 9.1.4 The same participants should remain throughout the selection process.
- 9.1.5 An individual who has, or has had, a personal relationship with a candidate, or whose ability to be completely impartial may be compromised in some other way must declare an interest and take no part in the selection process.

9.2 Shortlisting

- 9.2.1 With their recruitment pack, managers are sent [Advice Notes for Interview/Appointment Process](#) which they should read before proceeding (see appendix 5). It is important to follow the instructions to avoid any delay in appointing.
- 9.2.2 Only members of the interview panel will be allowed to participate in the short-listing process.
- 9.2.4 Applicants must be evaluated against the criteria identified in the person specification and a note made on how each candidate meets or fails to meet the criteria.
- 9.2.5 Applicants with disabilities who meet the essential job criteria will be offered an interview under the council's Guaranteed Interview scheme.
- 9.2.6 The council has a commitment to work in partnership with Job Centre Plus and New Deal Programme. Applicants who meet the essential job criteria for posts identified under this scheme will be offered an interview through the New Deal recruitment arrangements. This provision also applies to other target groups under the Local Employment Partnership.

9.3 Interviews

- 9.3.1 Those responsible for arranging interviews should ensure that:
- candidates are given 7 days written notice of interview, including any requirements to undertake presentations or selection tests;
 - the interview venue and arrangements take account of disabled candidates' requirements (e.g. an induction loop may be required for a candidate with hearing difficulties);
 - a fully completed [Interview Arrangements form](#) is forwarded to recruitment@westlothian.gov.uk Please note – the HR Support Team requires 2 days notice to arrange for interview letters to be sent.
- 9.3.2 In order to identify a candidate's suitability for the post, interview questions must be based on the person specification.
- 9.3.3 Following each interview, interviewers should complete an [Interview Assessment Sheet](#) for that candidate (see example proforma Appendix 7).
- 9.3.4 The panel chairperson must verify all candidates':
- identification documents for PVG check (if required);
 - certificate of registration with Scottish Social Services Council (SSSC) (if required);
 - original qualification certificates relevant to the requirements of the post;
 - driving licence and insurance certificate (if a genuine requirement of the post);

- document of eligibility to work in U.K. (for external candidates - see Appendix 5);
- 9.3.5 GTC Registration for teachers.
- 9.3.6 A selection decision should be made only after all interview and selection procedures have been completed. The decision must be based on an objective assessment of the skills, knowledge and experience detailed in the Person Specification and the outcome of any occupational test (i.e. psychometric test).
- 9.3.7 The panel chairperson must complete the [Appointment Proforma](#) (see Appendix 8) and return it to recruitment together with application forms and Disclosure forms where appropriate. Recruitment must also be sent all other documents identified in section 9.3.4 above as required.

9.4 Selection Tests

- 9.4.1 All occupational testing used must be:
- appropriate to the post;
 - properly validated and;
 - applied only by suitably trained assessors.
- 9.4.2 Tests must not be prejudiced.
- 9.4.3 Whenever a disability prevents a suitably qualified individual from undergoing standard selection procedures, appropriate alternative arrangements for assessment must be found. For example, allowing additional time for testing where appropriate.
- 9.4.4 Wherever possible, tests should be available in alternative formats (e.g. large print).
- 9.4.5 Psychometric tests must only be administered, scored and interpreted by employees who hold the appropriate level of qualification for that particular test.
- 9.4.6 Information gained from psychometric tests must not be used exclusively to make decisions. Test results should only be considered in conjunction with other information (e.g. application form and interview).
- 9.4.7 Human Resources will securely store all test results for a period of 6 months from the date of testing. All paperwork will be securely disposed of at the end of the 6-month period.
- 9.4.8 Test results must only be used for the purpose they were originally intended. They will remain valid for any similar position(s) during the 6-month period.
- 9.4.9 Test materials are held by Human Resources and only qualified users have access to these materials.

9.5 Keeping Records

At each stage of the interview and selection process, the panel chairperson should make a record of the reason(s) for the selection or rejection of each applicant. This, together with all supporting information, should be kept for a period of not less than six months from the date that the preferred candidate is notified.

10. REFERENCES

- 10.1 References are **only** sought, for the preferred candidate and **must** be obtained **before** a formal offer of employment can be made.
- 10.2 References are sought from those referees identified on the candidate's application form, one of which should always be the current or last employer. A copy of the job outline and person specification must be sent to referees to enable them to make informed comment on the candidate's suitability for the job.
- 10.3 Two satisfactory references must be obtained for an external candidate before an offer of employment is made. Where the preferred candidate is a current West Lothian Council employee, one reference must be obtained which should be from the current line manager.
- 10.4 Where a referee has not responded, managers must ensure that the reference is pursued and keep evidence that this has been done (i.e. a copy of the reminder letter in the candidate's personal file). Where a referee is contacted by telephone, a note of the date of the telephone call and the outcome must be kept and included in the candidate's personal file.
- 10.5 Telephone references must be recorded on the council's proforma and inserted in the candidate's personal file (see example at Appendix 9).
- 10.6 Where a referee does not provide a reference, the preferred candidate must supply a third referee and the process continued.
- 10.7 References must be returned to HR Administration for retention in the candidate's personal file.
- 10.8 References are not requested in confidence and in accordance with the council's policy on Access to Personal files the candidate may view reports on request.
- 10.9 In the event that the main reference is unsuitable, the candidate will be informed and any conditional offer withdrawn.

11. HEALTH SCREENING

- 11.1 All preferred external candidates and those council employees being considered for a post that is materially different to their current role, must be health-screened by the council's Occupational Health provider.
- 11.2 Job offers cannot be confirmed until a 'Fit Slip' is received.
- 11.3 In accordance with the Equality Act, the council has a statutory duty to make reasonable adjustments to the workplace or job to accommodate a disabled candidate. Where the Occupational Health provider identifies necessary adjustments, the manager, in conjunction with the Occupational Health & Safety team, should assess if the recommendations can be accommodated.
- 11.4 Where adjustments can be accommodated, the manager should discuss this with the candidate prior to an offer of employment being made.
- 11.5 Where adjustments cannot be accommodated, managers must bring the matter to the attention of their Head of Service. The manager should then arrange to meet the candidate to advise them why the adjustments cannot be accommodated.

12. VALIDATION OF QUALIFICATIONS

Chairs of Interview Panels are responsible for ensuring that:

- original qualification certificate(s) designated as essential criteria for a post are checked and validated during the interview process; and

- certificates are photocopied. The verifier should write on the copies - '**original document seen by**', then PRINT his/her name, sign and date. The copy certificates should be returned to the Case Manager for inclusion in the individual's personal file.

13. CHECKING OF PROFESSIONAL REGISTERS – WORKING WITH CHILDREN OR PROTECTED ADULTS

13.1 Professional registers must be checked where registration is:

- an essential requirement of the post; or
- the candidate has declared that he/she is registered with a professional body (**even if not an essential requirement for the post**); or
- the candidate's employment history indicates that he/she has required to be registered with a professional body (**even if not an essential requirement of the post**).

13.2 In the above circumstances, Chairs of Interview Panels are responsible for ensuring that:

- Original registration documents are checked and validated during the interview process; and
- Registration documents are photocopied. The verifier should write on the copies – 'original document seen by', then PRINT his/her name, sign and date. The copy documents should be returned to the Case Manager for inclusion in the individual's personal file.

14. COMPLIANCE WITH IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006

14.1 In accordance with the above Act, the council is required to confirm that preferred candidates are eligible to work in the UK.

14.2 There are two lists of acceptable documents an applicant may use to provide evidence of their eligibility to work in the U.K. For more information see Appendix 5 'Advice Notes for Interview/Appointment Process'.

14.3 External candidates will be asked to bring approved documentation to the interview.

14.4 Chairs of Interview Panels are responsible for:

- checking candidates' original documents confirming eligibility to work in the U.K.;
- arranging for identification documents to be copied;
- signing the **copied** documents ('**original document seen by**', then PRINT his/her name, sign and date) to verify that he/she has seen the originals; and
- forwarding signed copies to the HR Administration Team.

14.5 Full details on right to work checks is provided in the [Asylum and Immigration Managers Guide](#).

15. DISCLOSURE SCREENING – WORKING WITH CHILDREN OR PROTECTED ADULTS

15.1 Posts that involve working with children or protected adults:

- require the preferred candidate to undergo a PVG check with Disclosure Scotland.
- are exempt from the terms of the Rehabilitation of Offenders Act 1974 and previous convictions cannot be regarded as 'spent'.

15.2 PVG checks can only be undertaken with the written agreement of the prospective employee. Only the preferred candidate will be sent a PVG membership application form which must be fully completed and returned, together with three forms of identification.

15.3 In addition to disclosing convictions, applicants applying for posts working with children or other vulnerable groups are required to disclose details of any police caution or criminal

charge against them. They are also required to disclose if they are involved in a police investigation or disciplinary action by a professional or regulatory body. This information should be disclosed in section D3 of the application form.

- 15.4 The council must be in receipt of a satisfactory PVG check before a formal appointment is made and the candidate permitted to commence work.
- 15.5 Where a PVG check gives cause for concern, the HR Business Partner or Adviser will discuss the Disclosure with the manager concerned and decide on the appropriate course of action. Before a final decision is made, the Disclosure will be discussed with the candidate.
- 15.6 Where it is decided that the appointment can be made, a formal letter of appointment will be sent to the preferred candidate.
- 15.7 Where it is decided that the appointment cannot proceed, the candidate will be advised and sent a letter confirming the withdrawal of any conditional offer of employment.

16. KEEPING APPLICANTS INFORMED

- 16.1 Every effort will be made to ensure that applications are processed within a reasonable timescale and that applicants are kept informed of the progress of their application.
- 16.2 All applicants will receive a letter/email advising them of the outcome of their application, whether successful or not.
- 16.3 The Chair of the interview panel should provide feedback, when requested, to candidates who have been unsuccessful in being short-listed, or following an interview subject to 16.4 and 16.5 below.
- 16.4 Feedback must be based solely on objective criteria regarding the applicant's fitness against the person specification. It must not include subjective comment or opinion.
- 16.5 If required, managers can seek advice from Human Resources before giving feedback to applicants.
- 16.6 Feedback regarding occupational tests must be provided by a suitably qualified person (see Human Resources).

17. APPOINTMENT

Once all necessary checks for the preferred candidate have been returned as satisfactory, HR Administration will send the successful candidate a formal letter of appointment and statement of particulars.

18. INDUCTION

- 18.1 Line Managers are responsible for ensuring that all new employees participate in both a Corporate and Service induction programme at the commencement of employment.
- 18.2 Induction is designed to help new employees adjust quickly to their jobs and to working life in general with the council. It is also designed to encourage a positive attitude between manager and employee and to create, for the employee, a good foundation for future development and continuous improvement.
- 18.3 Induction applies equally to new employees and to those changing jobs either within or between Services.
- 18.4 The [Model Induction Process](#) provides further information.

**SPECIMEN
JOB OUTLINE**

Job outlines must not contain any unjustifiable requirements that may exclude any person from applying for the job (e.g. stating that the person must be energetic, if this is not a demonstrable skill required of the job; or requires to have a number of years' experience).

Post Title:		Post No:
Service:		
Area:		
Reports to:		
Location:		

Purpose of the job	
Job Scope	
Principal Accountabilities/Key Tasks	

Qualifications, Skills, Knowledge

Essential

Desirable

Other Essential Information (e.g. PVG check required or Registration with Scottish Social Services Council (SSSC) required).

Compiled by (please PRINT name):

Designation:

Date:

**SPECIMEN
PERSON SPECIFICATION**

Person Specifications must not contain any unjustifiable requirements that may exclude any person from applying for the job e.g. stating that the person must be energetic, if this is not a demonstrable skill required of the job; or requires to have a number of years' experience.

Post Title:		Grade:
Service:		
Area:		

Requirements (E = Essential; D = Desirable)	E	D
Education/Training/Qualifications		
Previous Experience (Paid & Voluntary Work)		
Skills/Abilities/Knowledge		
Personal Qualities (e.g. needs to remain calm in a crisis or needs to have ability to deal with challenging behaviour)		
Other Requirements		

Prepared by (PRINT name):	
Designation:	Date:

SPECIMEN

ADVERT

Heading	Legal
Title	Clerical/Administration Assistant
Location	District Court House, Town Square
Salary From	£13,554
Salary To	£16,116
Area	Livingston
Ref No	214.01
Job Type	Public Sector
Body	You will provide administrative back up to the District Court. Duties will include preparing Court papers, collating and recording data and collecting fines and penalties associated with the Scottish Criminal Justice System. Numeracy, attention to detail, effective communication skills and the ability to work in a confidential environment are essential.
Closing Date	24th February 2012
Reply	To apply online: www.westlothian.gov.uk

COMPLIANCE WITH IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006

In accordance with the above Act, preferred candidates are required to confirm that they are eligible to work in the U.K. External candidates invited for interview will require to bring approved documentation to the interview as verification of their eligibility. Details will be enclosed with interview letters.

PLUS THE FOLLOWING TWO PARAGRAPHS WHERE APPLICABLE

An PVG check is required for this post.

Having a criminal conviction does not necessarily bar you from gaining employment with West Lothian Council. To view Disclosure Scotland's Code of Practice visit www.disclosurescotland.co.uk

Applicants for this post are required to be registered with Scottish Social Services Council (SSSC)

VACANCY AUTHORISATION FORM

VACANCY AUTHORISATION FORM

 Appendix 4 – Vacancy
Authorisation Form

SECTION 1 – BASIC POST DETAILS

Post Title:		Post Number:	
Service Area:		Location:	
Unit:		Cost Centre:	
Current Salary Grade/Wage Rate:			
Employment Status (✓ as appropriate):		Perm	Fixed-term
Supply			
If fixed term reason please circle the appropriate reason below:			
Maternity Cover	Sickness Absence cover	Secondment Cover	Career Break Cover
Short term seasonal work	Specific time limited project	External time limited funding	A planned service restructure
Hours Per Week:	Weeks Per Year:	End Date (if applicable):	
Reason for Request (✓ as appropriate):			
Established post fallen vacant:		Newly Created Post:	
Existing Post undergone material change:		Increase in Establishment:	
Has the post been graded?		YES	NO
If post is new and has NOT been graded, you must follow the grading assessment process <u>before</u> progressing to advertising stage. For further information log on to MyToolkit			

SECTION 2 – RECRUITMENT ASSESSMENT

Issue for Consideration	Outcome of Consideration
<p>Provide details on the number of equivalent posts within the service structure.</p> <p>Service structure chart must be enclosed</p> <p>Job outline must be enclosed</p>	
<p>Is there a clear and exceptional need for filling the post?</p>	
<p>What are the implications for service delivery if the post is not filled?</p>	
<p>Would the non-filling of the post result in a loss of income to the council and/or have other financial implications for the council?</p>	
<p>Can the post be redesigned to be delivered by reduced hours – i.e. part time, term time or sessional working?</p>	
<p>Can the post be redesigned to provide the same output at a lower cost?</p>	
<p>Can the post be filled by redeployment?</p>	
<p>If the post cannot be filled by redeployment, could it be filled through internal recruitment?</p>	
<p>Does the post need to be filled on a permanent basis?</p>	

SECTION 3 – VACANCY AUTHORISATION

Previous Postholder:		Date Post became Vacant:	
Reason for Leaving:			
Enclosures (✓ if e-mailed to Recruitment)	Job Description:	Person Spec:	Advert:
Does the post require a PVG Disclosure Scotland check?		YES	NO
Work with Children (please tick)		Work with Adults (please tick)	
Does the post require applicants to be registered with Scottish Social Services Council (SSSC)?		YES	NO
Advertising (✓ as appropriate):	Internal only	Internal & External	
Please justify an external advert and advise which publications you wish to use:			
External Adverts only:		YES	NO
All external posts will be placed on the Myjobscotland website. In addition, Social Media (Twitter and Facebook) can also be used for specialised or hard to fill posts. Please indicate if you wish to take up this option.			
Lead Officer		Contact No:	
Manager/s Dealing With Recruitment		Contact No	
Manager/s Dealing With Recruitment		Contact No	
All managers involved in the recruitment process must complete the Recruitment and Selection e-learning module available on MyLearning (https://mylearning.westlothian.gov.uk/login/index.php). As Lead Officer I confirm that all managers named on this form (including myself) have completed this training in the last 2 years			
Name (PRINT):			
Signature:		Date:	
Head of Service Authorisation			
Name (PRINT):			

Completed form to be returned to:
recruitment@westlothian.gov.uk

Appendix 5 – Advice Notes for Interview/Appointment Process

ADVICE NOTES FOR INTERVIEW/APPOINTMENT PROCESS

Interview panel to:

- Screen applications forms, if candidate advises they are on Supply, please check they are currently claiming at this time.
- Comply with guaranteed job interview scheme - if you have any disabled candidates (coded 1000) who meet the essential criteria they must be offered an interview.
- Fully complete '[Interview-Arrangements](#)
- Fax/post/Email completed form to recruitment@westlothian.gov.uk
- To check that one of the references is their current or most recent employer.

Recruitment will

- Process interviews and regret letters/emails

Posts requiring a PVG DISCLOSURE SCOTLAND check

- If your post requires a PVG this will ONLY be completed for your successful candidate after interview.

COMPLIANCE WITH IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006

For identification purposes, all external candidates must bring to the interview, approved documentation confirming their eligibility to work in the U.K. (**see attached for details**)

Chair of Interview Panel responsible for:

- Checking Section B1 of Application forms to confirm if internal or external candidates
- Verifying:
 - external candidates' authority to work in U.K. (see requirement details attached)
 - that all candidates' original qualification(s) certificate(s) match those required for the post
 - that relevant professional registers have been checked where required (see Section 13 of the [Recruitment and Selection Procedure](#) for clarification)

Procedure following interview:

- Chair of interview panel to ensure that the following is sent to Recruitment:
 - completed '[Appointment-Proforma](#)
 - photocopy of original qualification(s) certificate(s) and professional registration documents
 - copy of original documents, **properly signed and dated**, confirming successful applicant is eligible to work in U.K. (see attached) together with the [Right to Work Checklist](#)

NOTE: Appointments will NOT be processed until all required documents are received.

Recruitment will:

- Carry out appropriate checks
- Send conditional offer letter to successful candidate, and regret letters to those unsuccessful
- Email candidate with Occupational Health link for them to complete pre-employment medical.
- Email references, as they arrive, to the assigned contact number on the appointment proforma
- On completion of all checks, pass application pack to support team who will confirm the appointment and send out a Statement of Particulars

COMPLIANCE WITH IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006**CHECKING ELIGIBILITY TO WORK IN THE UK**

Under Section 15-25 of the Act, it is a criminal offence to employ anyone aged 16 or over who is subject to immigration control unless the person has the necessary documentation. External applicants are required to prove their eligibility to work in the U.K. and **MUST** provide acceptable documents in the required combinations as listed below.

It is the Chair of interview panel's responsibility to confirm that applicants are eligible.

LIST A

The individual should provide one of the documents or combinations of documents in List A or List B below as proof that they have the right to work in the UK:

1. A passport (current or expired) showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or passport card (current or expired) showing that the holder is a national of the Republic of Ireland.
3. A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom indefinitely.
4. 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 unlimited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
5. A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK.
6. A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
7. A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK, or has no time limit on their stay 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.
8. 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.
9. 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.
10. 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**List B Group 1 – documents where a time-limited statutory excuse lasts until the expiry date of leave**

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 current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
3. A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom for a time limited period and to do the type of work in question.
4. 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 to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
5. A document issued by the Bailiwick of Jersey or the Bailiwick of Guernsey, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has made an application for leave to enter or remain under Appendix EU to the Jersey Immigration Rules or Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008, on or before 30 June 2021.
6. A frontier worker permit issued under regulation 8 of the Citizens' Rights (Frontier Workers) (EU Exit) Regulations 2020.
7. 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 – documents where a time-limited statutory excuse lasts for six months

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 on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.
2. A document issued by the Bailiwick of Jersey or the Bailiwick of Guernsey showing that the holder has made an application for leave to enter or remain under Appendix EU to the Jersey Immigration Rules or Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service. 38
3. 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.
4. 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.

STUDENTS

Students from outside the EEA are allowed to take limited employment in the UK, providing their conditions on entry to the UK allow this.

Those studying here who have entered the UK as 'student visitors' are not allowed to work.

There are strict conditions on the type of work students can carry out and the hours they can work while they are studying in the UK. **See Asylum and Immigration, Preventing Illegal Working – Manager's Guide on Mytoolkit for further information.**

CHECKING DOCUMENTS

- Check that documents are included in either List A or List B above;
- Check that documents appear to be original and genuine;
- Check that any photographs are consistent with the applicant's appearance;
- Check date of birth so that you are satisfied it is consistent with the applicant's appearance;
- Check that the expiry date has not been passed;
- Check any UK Government stamps or endorsements to see if the applicant is able to do the type of work for which they are applying;
- If applicant gives two documents with different names, ask for a marriage certificate, divorce document, deed poll, adoption certificate or statutory declaration that explains the name difference

West Lothian Council will not offer employment to anyone who does not provide appropriate evidence of their eligibility to work in the U.K.

By keeping a record of every document copied, the Immigration Service will be able to examine the council's right to defence if they detect anyone working illegally for the council.

Copies of all documents should be sent to HR Administration together with the Right to Work Checklist, Appointment Proforma and application forms.

NOTE: Failure to return all necessary documentation will delay the recruitment process

INTERVIEW ARRANGEMENTS

ONCE COMPLETED PLEASE RETURN TO THE RECRUITMENT IN BOX
email recruitment@westlothian.gov.uk
****KEEP A COPY FOR YOUR OWN INFORMATION**

Post Name:	
Post Reference Number:	

COMPLIANCE WITH ASYLUM AND IMMIGRATION ACT 1996

All external candidates must bring to the interview, approved documentation confirming their eligibility to work in the U.K. (see 'Advice Notes for Interview/Appointment Process' for full details).

Please ensure that YOU view the original document(s), copy them and write on the copies: **'original document seen by'**, then PRINT your name, sign and date, and return to

Date of Interview:	
Location Full address Post Code	
Interview Panel:	

Candidates will be able to book their own interview slots on Igrasp

Enter the time of interviews (From and To) e.g 9.00am until 3.00pm	
Duration (mins) of the interview	
Break/Lunch time required (if so indicate how long for?)	

Candidates' Names	

Special Instructions (e.g. Word Processor test; Psychometric test; presentation etc.)	
From:	Date:
Telephone number candidates can contact you on	

**SPECIMEN
INTERVIEW ASSESSMENT SHEET**

PLEASE REMEMBER TO COPY QUALIFICATION CERTIFICATE(S) AND ASYLUM DOCUMENTS AS NECESSARY

SERVICE / AREA _____ POST TITLE _____ GRADE _____

CANDIDATE'S NAME _____ INTERVIEWER _____ INTERVIEW DATE _____

Requirements (E = Essential D= Desirable)	E	D	CRITERIA MET			ASSESSMENT
			Fully	Partially	Not	Evidence to Support Assessment
Education / Training / Qualifications						
Previous Experience (Paid & Voluntary Work)						

Requirements (E = Essential D= Desirable)	E	D	Criteria Met			ASSESSMENT
			Fully	Partially	Not	Evidence to Support Assessment
Skills/ Abilities / Knowledge						
Personal Qualities						
Other Requirements						
Other Relevant Information (e.g. enhanced Disclosure Scotland check required. Registration with Scottish Social Services Council (SSSC) required)						

APPOINTMENT PROFORMA
ADVERTISED POST

As you have advertised your post using Myjobscotland, please complete this form.

INSTRUCTIONS TO HUMAN RESOURCES – (*please tick as appropriate)

Once all pre employment checks are received, you will receive an email from hradminsupport to enable you to negotiate a start date with your candidate. **No payroll paperwork or contracts will be issued until HR are satisfied all checks are complete for internal and external candidates.**

Ref Number		Job Title			
Preferred Candidate's Name:					
Please note all candidates are placed on the bottom of the pay band, if you wish to place them higher you must provide a business case with this paperwork. (excluding teaching)					
Suggested Salary: £	Band	SPC	Shift Allowance (%)		
Location	Hours	Employment Status – Perm/Fixed Term			
Is the candidate internal or external?			INT		EXT
Previous post holder:			Position Number:		
(if applicable) Has the secondment been agreed with substantive line manager?			YES		NO
Name of Substantive Line Manager (if applicable)					
Qualifications <u>verified</u> & enclosed if applicable (see notes overleaf)			YES		NO
Letters to unsuccessful candidates required?			YES		NO
Any candidate withdrawals or 'no shows' at interview? (if yes please list in comments box below)			YES		NO
References are required – Written/Verbal? (see notes overleaf)			YES		NO
Pre-employment medical check is required			YES		NO
Church Approval (All RC Schools require this)			YES		NO
Managers to now prepare induction process, create email address, arrange for PC, arrange for ID badge etc. - see Model Induction Checklist - Manager					
Compliance with Asylum & Immigration for External Candidates (See notes overleaf) Please do not send in any paperwork until you have all the required evidence				Yes	
Any comments specific to the process - Reasons for documents missing etc? (see notes overleaf)					
Manager Name (print)			Contact ☎ No:		
Signature:			Date:		
Once you have Completed the Form email to recruitment@westlothian.gov.uk					
NOTE: Appointments will NOT be processed until all required documents are received.					

Manager Guidance Notes

QUALIFICATIONS

Where specific qualifications are required for the post, interviewees have been asked to bring their original certificate(s) to the interview for verification. Please ensure that you:

- View the original certificate(s), **copy them and write on the copies 'original certificate seen by'**, then PRINT your name, sign and date, and return to HR Support.

COMPLIANCE WITH ASYLUM AND IMMIGRATION ACT 1996

All external candidates must bring to the interview, approved documentation confirming their eligibility to work in the U.K. (see 'Advice Notes for Interview/Appointment Process' for full details).

Please ensure that you view the original document(s), copy them and write on the copies: '**original document seen by**', then PRINT your name, sign and date, and return to HR Admin.

PVG DISCLOSURE SCOTLAND

Where appropriate, your successful candidate may bring the PVG form to you for verification and will also bring **THREE** forms of identification. Please check that the identification matches the information on the Disclosure Scotland application, **complete & sign the verification slip** and return the form and the verification slip to HR Administration. Please note there are two different types of PVG application forms, existing members and new applicants to PVG

REFERENCES

2 references are required for all external candidates (verbal or written, verbal references must be recorded and sent to HR). One reference must be from their most recent employment. If work reference is not available e.g. candidate has not worked for a number of years a character reference will suffice along with a covering note explaining reason and sent to HR. 1 reference is required for internal applicants.

PRE-EMPLOYMENT MEDICAL

All new successful candidates will require a pre-employment health check which must be completed prior to appointment. HR will contact the successful candidate on receipt of the appointment pro forma.

(for internal candidates) If the new job has new risks and responsibilities a further pre-employment medical needs to be completed - HR will contact the successful candidate on receipt of the appointment pro forma.

POOL CARS

If this post requires access to use of West Lothian Council pool car scheme for business travel, please refer to the Green Travel Strategy on the Intranet.

EXAMPLES FOR DOCUMENTS MISSING

References e.g. Candidate not worked for a number of years - character reference provided (see reference guidance notes above)

PVG Disclosure e.g. Current pvq disclosure is valid – expires on 00/00/00.



Dear Sir/Madam

POST:	
NAME:	
RESPOND DATE:	

The above named has applied for a post with West Lothian Council and has given your name as a referee. It would be appreciated if you could return your comments by the above respond date.

Please note that this report is not requested in confidence and in accordance with the council's policy on Access to Personal files the candidate may view your report if requested.

Thank you for your attention in this matter.

Yours faithfully

REFERENCE REQUEST**STRICTLY CONFIDENTIAL****Has this reference been discussed with the candidate?**

YES		NO	
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If there is insufficient space in any part of the reference form for you to complete your reference, you can use an additional page. Please ensure that the page is headed up with the employee's name and post applied for, and that you sign and date it and attach to the main section.

Section A to be completed by past or present employer ONLY**Section B** to be completed by all other referees (e.g. character/education references)

Please return the completed form to:

REFERENCE
PAST OR PRESENT EMPLOYER

SECTION A

POST:	
NAME:	

Tick below as appropriate:

1.	Employed as:	Part-time	Full-time	Casual
	Other posts held:			

2.	How long have you known the applicant and in what capacity?

3.	Are there any areas of concern relating to the candidate's sickness record?
	Number of days sick leave the candidate took in the last 12 months: _____ days

4.	Please give a brief summary of current/previous responsibilities and the applicant's competence, specifically in relation to any documented review of their performance:

5.	Please give evidence of how the applicant has demonstrated skills, knowledge and experience relevant to the post applied for.

6.	Please indicate any relevant factors/issues regarding the applicant that you feel we should be made aware of. Please also include any details of the candidate's disciplinary record that you consider to be relevant to the post applied for.

PRINT Name:	
Designation:	
Signed:	Date:

REFERENCE
NON-EMPLOYER

SECTION B

POST:	
NAME:	

1.	How long have you known the applicant and in what capacity?

2.	Please give examples of how, in your experience, the applicant would be a suitable candidate for the post.

3.	Do you know of any reason why the council should not employ this person?

4.	Any additional relevant information.

PRINT Name:	
Signed:	Date: