

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