

## Pre-employment clearances – schedule of requirements

Clearance required	Candidate/HR Responsibility	Candidate/HR Follow Up
DBS ID Evidence details	List of acceptable documents issued with the interview letter – evidence to be brought to interview.	Candidate to provide these details within 5 working days of the offer of employment, if evidence not brought to interview. HR will provide details to LA for the DBS to be processed, within 2 working days of receipt of all evidence. Candidate must respond to the emailed DBS link within 5 days.
DBS check – positive disclosure	Where a DBS results in a positive disclosure, the candidate must bring their certificate into school within 5 working days for reviewing.	HR will assess the details on the disclosure and decide if there is a concern. If a concern is revealed refer to Headteacher for a decision.
DBS Update Service – only if subscribed to the Update Service	Candidate to provide update service details at interview, or within 5 working days of offer of employment.	HR will check the DBS status online within 5 working days.
Child Care Disqualification Form – <i>Primary Schools Only</i>	Issued with the Interview letter. Candidate to bring the completed form to interview.	Candidate to provide the completed form within 5 working days of the offer of employment.
Right to Work in the UK	List of acceptable documents issued with the interview letter – evidence to be brought to interview.	Candidate to provide these details within 5 working days of the offer of employment.
Rehabilitation of Offenders Form	Form issued with the interview letter – must be completed and signed and brought to interview.	Candidate to provide the completed form within 5 working days of the offer of employment.
Original Certificate/s – where qualification is an essential criteria. For Teaching Staff the teacher number is also required.	Requested to bring to interview.	Candidate to bring certificate/s into school within 5 working days of the offer of employment.
OH Health Clearance Form - <i>for all schools except Wardle</i>	Issued with the conditional offer letter. OH Form to be returned by candidate within 5 working days.	HR will process within 2 working days of receipt.
<i>OH Health Clearance – Wardle only</i>	Candidate to respond to OH contact promptly and within 5 working days (OH will contact by telephone).	HR will provide OH with new starter details within 2 working days.
Personnel Verification, Bank Details and New Starter Checklist Form	Issued with the conditional offer letter. Form to be returned by candidate within 5 working days, or immediately if already in school.	HR will update systems and provide details to Finance within 5 days of receipt.

Reference 1	Candidate must alert referee to expect the reference request and respond promptly.	HR will request on appointment (if not already requested) and chase after 5 working days, then again after 5 further working days. Alert Candidate to chase up if no response.
Reference 2	Candidate must alert referee to expect the reference request and respond promptly.	HR will request on appointment (if not already requested) and chase after 5 working days, then again after 5 further working days. Alert Candidate to chase up if no response.
Attendance record	HR will request from current/previous employer within 2 working days of offer of employment.	HR will chase after 5 working days, then again after 5 further working days.

Please help us to have all your clearances and forms in place prior to you starting your employment with Wardle Trust. You can do this by promptly responding to our requests for evidence and completed forms, and alerting your referees to expect our reference request so they then to respond quickly. In the event we are unable to obtain satisfactory references, you must provide further referee details (within 5 working days) who will be appropriate to comment on your suitability for the post you have been offered.

In line with Safer Recruitment in Schools guidelines, all pre-employment clearances must be in place prior to a new starter starting work in school.

You should be aware that any delays in our ability to obtain clearances could result in a delay in your start date.

Any difficulties in our obtaining any of our pre-employment clearances at any point, could result in the offer of employment being withdrawn.

Please don't hesitate to get in touch with us if you are encountering any problems with the clearances we need. We'll do all we can to help you get everything in place.

Please use the following check-list to help you organise what we need and when:

What's needed?	<i>For Candidates - When?</i>	Did you do this? Y/N	What next?	Did you need to do this? Y/N	HR response and timelines ( <i>appointed candidates only</i> )
<b>Appropriate documents for DBS</b>	Bring evidence to Interview		Provide evidence within 5 working days of the offer of employment.		HR will provide details to LA for DBS processing within 2 days of evidence being provided
<b>DBS Process (appointed candidates only)</b>	Respond to DBS link email within 5 days		Check spam box in case DBS email has been diverted incorrectly. Contact HR if you don't receive the link email.		
<b>DBS Update Service details (if appropriate)</b>	Bring to interview		Provide details within 5 working days of the offer of employment.		HR will check the DBS status online within 5 working days
<b>Child Care Disqualification Form (<i>primary schools only</i>)</b>	Bring completed form to interview		Provide completed form within 5 working days of the offer of employment.		
<b>Right to Work in the UK</b>	Bring evidence to interview		Provide evidence within 5 working days of the offer of employment.		
<b>Rehabilitation of Offenders Form</b>	Bring completed form to interview		Provide completed form within 5 working days of the offer of employment.		
<b>Original Certificate/s</b>	Bring to interview		Provide original certificates within 5 working days of the offer of employment.		
<b>OH Clearance Form – <i>all schools except Wardle</i></b>	Bring completed form to interview		Provide completed form within 5 working days of the offer of employment.		HR will process within 2 days of receipt of form
<b>OH Clearance – <i>Wardle only</i></b>	Note: Candidate to				HR will notify OH of the new starter within 2

<i>(appointed candidates only)</i>	respond promptly to OH contact (initially by telephone)				days of appointment
<b>Personnel Verification, Bank Details and New Starter Checklist Form</b>	Issued with the conditional offer letter. Completed form to be returned within 5 working <i>(delays will result in our ability to pay you)</i>				HR will update systems and provide details to Finance within 5 days of receipt
<b>Reference 1</b> <b>The reference request is our biggest stumbling block. Please ensure you help us secure this asap.</b>	Candidate must ask the referee to expect the reference request and respond promptly. This should be done upon providing their details as the referee.				HR will request on appointment (if not already requested) and chase after 5 working days, then again after 5 further working days. Alert Candidate to chase up if no response.
<b>Reference 2</b> <b>The reference request is our biggest stumbling block. Please ensure you help us secure this asap.</b>	Candidate must ask the referee to expect the reference request and respond promptly. This should be done upon providing their details as the referee.				HR will request on appointment (if not already requested) and chase after 5 working days, then again after 5 further working days. Alert Candidate to chase up if no response.
<b>Attendance Record</b>					HR will request from current/previous employer within 2 working days of offer of employment. HR will chase after 5 working days, then again after 5 further working days.