

Pre-employment screening

Why carry out pre-employment checks on employees?

Pre-employment screening seeks to verify the credentials of new employees and to check that they meet the preconditions of employment (e.g. that the individual is legally permitted to take up an offer of employment). In the course of performing these checks it will be established whether the individual has concealed important information or otherwise misrepresented themselves.

Standard mandatory checks:

All offers of employment are subject to satisfactory pre-employment checks. The following will be sought for all new employees once a conditional offer of employment has been made using information provided to us by the new employee:

- 5 years employment reference checks
- Verification and supporting explanation for gaps in employment
- Highest level academic qualification verification (if attained in the last 6 years)
- Verification of professional qualifications and memberships
- Verification of address history
- Basic Disclosure criminal conviction checks (unspent convictions only)

These checks are undertaken by a third party provider.

- Nationality and immigration status

Telecoms Advisor Ltd is required to verify whether or not new employees have the right to remain and work in the UK. Employees need to be able to provide documentary evidence before employment can commence. We will not be responsible for securing work permits for applicants who come from overseas.

- Health declaration

We ask all new employees to complete a health declaration at offer stage for the following reasons:

- If they have a disability or health condition, we need to understand how it could affect their ability to carry out the tasks of the job being applied for
- It enables us to consider adjustments we could make to help the candidate take up employment or carry out tasks efficiently

If a candidate has a disability or other health condition, we will consult the company that provides us with professional occupational health advice about workplace adjustments we might consider making.

If there is a history of ill health, we will seek advice about whether the candidate is fit enough to work for us.

In normal circumstances all of the above checks must be completed satisfactorily before employment commences. However, in some circumstances, staff may be permitted to start work without all checks being completed. Should the checks not be satisfied within a reasonable period, we reserve the right to terminate the employment without notice.

Staff code of conduct

All staff are required to comply with the staff code of conduct covering integrity, confidentiality, information security, conflict of interest, share dealing and business appointments on leaving the company. The code of conduct includes the following documents for completion prior to commencing work;

- Signed acceptance of the code of conduct
- Declaration of character
- Confidentiality statement
- Register of interests

Any changes to staff declarations during the period of employment must also be declared. Failure to comply with the code of conduct will be viewed as a serious disciplinary offence.

Optional checks and executive due diligence

We reserve the right to undertake additional background checks for certain posts within the organisation. Checks required for such posts will be determined on an individual basis and will be deemed relevant to the role. Our requirements will be set out in the relevant recruitment materials.

What happens if there are concerns with the outcome of the checks?

If any concerns or discrepancies arise during the course of the pre-employment checks, these will be considered in proportion to the role offered as to whether the outcome may pose any risk, reputational or otherwise to the company.

We undertake to discuss any matter revealed in a Disclosure Certificate with the subject of that disclosure before considering withdrawing a conditional offer of employment. Having a criminal record will not necessarily debar you from working at Telecom Advisors Ltd. This will depend on the nature of the position, together with the circumstances and background of the offence or other information contained on the Disclosure Certificate.

The provision of false information or failure to reveal information that is directly relevant to the position sought could lead to the withdrawal of an offer of employment.

Data protection

Personal information attained in the course of these checks will be processed and held in accordance with the principles of the Data Protection Act 1998.