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**Employment Clearances**

**Guidance for managers**

**Introduction**

This document provides guidance on each of the different employment clearances required for staff.

For comprehensive advice please see each relevant guide.

**Clearance requirements**

As an employer you are responsible for undertaking a number of checks on applicants prior to making an offer of employment. These are legal requirements and failure to carry out these checks could have very significant implications for you, the Authority, and for the Community we are responsible for serving and safeguarding, as well as our existing colleagues. Whilst some of the employment clearances may not be completed until after an offer of employment, the process must in all circumstances be initiated at the application stage and checks undertaken to ensure that we will be in a position to carry out our compliances/ employment checks, for example, checking that applicants have listed their referees on their application form.

Employment clearances are required for all appointments, regardless of whether the appointee is internal, external or a redeployee. The Council will consider for internal applicants if any clearances carried out for their existing role can be utilised in order to reduce the need for further checks to be completed.

**No employee will be authorised to commence employment until all appropriate employment clearances have been fulfilled.**

You **must** have for each candidate:

* Evidence of eligibility to work in the UK
* Completed application form – which included referees, details of any gaps in employment and evidence of all the essential criteria that you specified.
* All comments, scores and feedback from assessment exercises as well as full interview notes.
* Verification / copies of qualifications which are a legal requirement for the role and professional registrations specified for the role.
* If applicable, completed DBS (formally CRB) form plus verified evidence of documentation.

**Until you are in possession of the above you are not in a position to make a decision**. Once you have made a conditional offer of employment, the next part of the clearances process will be to obtain the following:

* Employment References (usually two if an external candidate and one if internal however this can vary dependent on the situation)
* Pre-employment health clearance
* DBS clearance (if applicable to the post)

On receipt on all clearances, you can then make a decision regarding the applicant’s suitability to the post and in majority of cases, will progress to make a final offer of employment and agree a start date.

If you require further information on the decision making process, please refer to the [Recruitment and selection policy, procedure and FAQs document.](https://nyccintranet.northyorks.gov.uk/content/about-recruitment)