

Pre-Employment Clearances

Date to be reviewed:	July 2026	No of pages:	4
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Date approved:			
Endorsement by:			
Date endorsed:			
Date activated (live):			

Documents to be read alongside this document:	<ul style="list-style-type: none"> • WP1 Policy for Safe Recruitment & Selection • WP1b All Wales Secondment Policy • WP8 Equality and Diversity Policy • WP12 Orientation Procedure • WP26d Job Evaluation Procedures • Equality Act 2010
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Review	Purpose of Issue/Description of current changes:
A	Initial Issue to support the Policy for Safe Recruitment & Selection Practices
B	
C	

Summary:
The recruitment guidelines form part of the Policy on Safe Recruitment Practices (WP1). These guidelines aim to provide a practical guide to help managers understand recruitment practices.

First operational:	July 2023				
Previously reviewed:					
Changes made yes/no:					

PROPRIETARY INFORMATION

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Contents

1.0 Introduction

Pre-employment Clearances are conducted on all appointed candidates to ensure they are suitable to take up the role offered, thereby protecting patients and staff.

NWSSP and local BCUHB resourcing teams undertake pre-employment clearances using the TRAC system during the recruitment process, however understanding some of the principles in advance can support managers to prepare and conduct recruitment successfully.

The required pre-employment clearances are;

- Proof of Identity
- Proof of Right to work
- Proof of qualifications and professional registration
- Employment history and references
- Work health assessments (occupation health)
- Criminal records including DBS disclosure

2.0 Proof of identity

Candidates are required to evidence their identity. There are specific combinations of documents which can be accepted including photo identity document and proof of address documents. Acceptable documents are listed in within NHS Employment Check Standards.

Candidates with a recent 'chipped' passport are able to prove this identity using the Trust ID application, which makes ID checking very quick and convenient for many applicants.

However candidates without a recent passport will be asked to attend a face to face ID check with the relevant team to present their documents. Candidates who do not have photo ID must present four items of non-photo ID from the list of accepted documents, along with a passport photo verified by a person of standing in the community. Therefore it can take longer to satisfy ID checking requirements in these cases.

3.0 Proof of Right to Work

Right to work checks must be conducted on all appointed candidates. Evidence of right to work will vary according to nationality. British citizens have automatic right to work and are able to evidence this with either a passport, or a birth certificate in combination other documents.

European citizens may be able to evidence right to work with evidence that they are a member of the EU Settlement Scheme if they have been resident in the UK prior to immigration changes. However EU citizens, along with the rest of the world usually require a Certificate of Sponsorship (CoS) in order to be eligible for work in the UK. The main

exceptions to this are if the individual has a Spouse Dependent Visa or Indefinite Leave to Remain (ILTR), which are all valid forms of right to work in the UK.

Individuals with a Student Visa may also have right to work, where this is confirmed via their residence permit or share code, however hours per week are likely to be restricted during term time. Where work is permitted, hours can increase to full time outside of term time, but written evidence of this must be provided and retained on their personal file.

Right to work may be permanent or temporary. Permanent forms of right to work include being a UK Citizen, being a member of the EU Settlement Scheme, or holding indefinite leave to remain.

All other forms of right to work are temporary. Workforce teams monitor ESR data to identify those on temporary form of right to work, and will contact individuals approximately three months prior to the expiry date to ascertain the person's intention for extending their right to work in the UK and will support with a CoS if required.

Where an individual does not have right to work, but they are successful in securing an offer of a post, NWSSP or local resourcing team will support to check eligibility and apply for a Certificate of Sponsorship (CoS). Costs are recharged to the hiring manager's budget.

The Health Board will not usually certify Maintenance Funds for applicants as part of their CoS application, unless there are exceptional circumstances, and the relevant budget holder confirms express approval.

When an individual is issued their CoS they must then apply for their visa. When granted, they will be issued with a share code which can be used to check right to work status with the UKVI via the employer checking service. Only when this is verified can the individual commence work, subject to other clearances being in place.

4.0 Proof of Qualifications and Professional Registration

Qualifications which are listed as essential in the person specification must be verified. Evidence of qualifications can be uploaded at the same time as ID documents for candidates using the Trust ID app.

Professional registration is verified online with the relevant professional body. Ongoing registration is monitored through ESR where it is a requirement for continued employment.

5.0 Employment History

It is a requirement to verify an individual's employment history through employment references. Two years or two previous employers are required for external candidates. Candidates moving internally will only require a reference from the most recent line manager and those staying within the same team will not require references.

References must be provided by a line manager. Colleague references must not be accepted. Hiring managers are required to review and approve references within the

TRAC. If any concerns are raised, such as absence or disciplinary matters, hiring managers are advised to consult local resourcing teams for advice.

NHS Employment Check Standards offers further guidance on references, and what to do when employment references are not available.

6.0 Work Health Assessments

Work Health Assessments ensure that candidates are able to take up the work offered or establish if any adjustments to the role may be required in some cases.

A new online system is due to be launched imminently to enable full integration with TRAC for more timely and accurate information.

7.0 Criminal records including DBS disclosure

Roles with patient contact require candidates to undertake a DBS disclosure to ensure they are of good character. DBS disclosures are processed online through the TRAC system, once a candidate has satisfied ID and right to work checks.

TRAC will be updated automatically if a DBS is clear, however if a DBS has content, TRAC will advise that the candidates must present their certificate. The content of the certificate must be reviewed by the hiring manager, who should discuss it with the candidate, in order to decide whether the person represents a risk to patients or staff. Local resourcing teams can advise hiring managers as needed.

8.0 Checks OK

On completion of all checks, the candidate will move into the 'Checks OK' stage on TRAC and the new starter form will automatically be generated and sent to the manager. The manager can agree a start date with the candidate.