



RECRUITMENT, SELECTION AND DISCLOSURES POLICY AND PROCEDURE

School update	
Responsible for review of policy	HR
Last School Update	November 2021
Governor Sub-Committee approval	
Sub Committee to review and approve	HR
Review Period	Annually
Last Sub- Committee review date	November 2021
Scheduled review	November 2022
Approved by Sub Committee (Meeting date)	TBC
Version number	5.0
Next Sub-Committee Review	November 2023
Related policies	Equal Opportunities & Dignity at Work, Recruitment of Ex-Offenders, Recruitment of Volunteers, Recruitment of Governors, Induction, Probation
Uploaded to Staff Shared	XXX 2022
Uploaded to Website	XXXX 2022

The Royal Masonic School for Girls

Recruitment, Selection and Disclosures Policy and Procedure

1.0 Introduction

The Royal Masonic School for Girls (“the School”) is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children and young people is our highest priority.

The School aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- ensure job opportunities are known about and publicised
- attract the best possible applicants to vacancies
- deter prospective applicants who are unsuitable for work with children or young people
- identify and reject applicants who are unsuitable for work with children and young people
- ensure those who are appointed have the necessary skills and competencies for the job
- ensure selection is fair and objective at each stage

All queries on the School’s Application Form and recruitment process must be directed to HR.

An entry will be made on the Single Central Register for all current members of staff at the School, the proprietorial body and all individuals who work in regular contact with children including volunteers, supply staff and those employed as third parties.

All checks will be made in advance of appointment or as soon as practicable after appointment.

2.0 Scope of this Policy

The Recruitment, Selection and Disclosures Policy and Procedure herewith refers and applies to staff directly recruited and employed by the School. In the Education (Independent Schools Standards) (England) Regulations 2014 members of staff are defined as:

Any person working at the School whether under a contract of employment, under a contract for services or otherwise than under a contract, but does not include supply staff, visiting teachers or a volunteer.

In the case of agency or contract workers, the School should set out their safeguarding requirements in the contract between the organisation and the School and must obtain written confirmation from the agency or company that it has carried out the appropriate checks. The School conducts identity checks on agency and contract workers on arrival in School and, in the case of agency workers which includes supply staff, the School must be provided with a copy of the appropriate level of DBS check for such staff.

The School will check with the relevant supply agency that the required checks have been carried out (identity, enhanced disclosure – renewed every 3 years, right to work in the UK, barred list, prohibition, qualifications, overseas checks plus, those checks set out in KCSIE as ‘pre-employment’ checks). The Single Central Register shows these checks have been made and the School carries out its own identity check and has seen a copy of the disclosure (whether or not it discloses any information).

Certain individuals are automatically disqualified from acting in senior management positions within a charity. Whether an individual falls into the category of a senior management position is judged using the following criteria:

- A person who is accountable only to the trustees/governors, and who carries overall responsibility for the day-to-day management and control of the charity. At RMS this would be the Head.
- A person who is accountable only to the Head or the [trustees/governors], and who is responsible for the overall management and control of the charity's finances. At RMS this would be the Director of Finance and Operations.

Being disqualified means that a person can't take on, or stay in, a senior manager position – even on an interim basis, unless the Charity Commission has removed (or 'waived') the disqualification.

In respect of contractors, unchecked contractors will under no circumstances be allowed to work unsupervised in School. The School will determine the appropriate level of supervision depending on the circumstances.

Any staff who TUPE transfer into the School's staff will be required to undertake the statutory requirements with regard to safer recruitment checks.

If staff are transferred under TUPE (gap of three months or less and information complete) information will be passed to the new employer and a note made on the Single Central Register that details have been accepted under TUPE.

This policy applies to all staff who are involved in the recruitment and selection process and sets the standards required for both internal and external recruitment.

3.0 Equal Opportunities

We are committed to being an equal opportunities employer and to ensure that all job applicants are treated fairly and are not subjected to unlawful discrimination. The School's Equal Opportunities Policy applies to all steps in the recruitment process and must be complied with at every stage.

Our policy is designed to ensure that current and potential employees are offered the same opportunities regardless of their race, religion or beliefs, gender, nationality, ethnic origin, age, sex, sexual orientation, marital status, domestic circumstances, disability or any other characteristic unrelated to the performance of the job. We seek to ensure that no one suffers, either directly or indirectly, as a result of discrimination. Please refer to 3.0 in the Equal Opportunities & Dignity at Work Policy.

4.0 Compliance

This policy ensures compliance with all relevant legislation, recommendations and guidance including the statutory guidance as set out by:

- the Department for Education (DfE)
- Keeping Children Safe in Education – September 2022 (KCSIE)
- Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance)
- The National Minimum Standards (NMS)
- Independent Schools' Inspectorate (ISI)
- Disclosure and Barring Service (DBS) Code of Practice
- Early Years Foundation Stage Framework (EYFS)
- Equality Act 2010
- GDPR May 2018/ Data Protection Act 2018

5.0 Pre-Recruitment

Review

The Head of Department/Line Manager should evaluate the position identifying any necessary or desirable changes, i.e. duties, responsibility levels, candidate skills etc. that may be required. The Job Description, Person Specification and existing Terms and Conditions should also be reviewed and updated as necessary.

Authorisation

A Recruitment Request Form should be completed by the Line Manager/ Head of Department, authorised and forwarded with the updated Job Description, Person Specification and Terms and Conditions to HR. Authorisation is required in line with the agreed Authorisation Framework

6.0 Identification of Recruiters

An interview panel appropriate to the role will be involved in the recruitment, interview and selection process to provide reassurance, balance and objectivity to the fairness of the process. At least one recruiter involved in every selection process will have successfully received accredited training in Safer Recruitment procedures.

Shortlisting and selection activity should involve the Line Manager and at least one other person. Although it is possible for interviews to be conducted by a single person it is not recommended. It is better to have a minimum of two interviewers, and in some cases, e.g. for senior or specialist posts, a larger panel might be appropriate. A panel of at least two people allows one member to observe and assess the candidate, and make notes, while the candidate is talking to the other. It also reduces the possibility of any dispute about what was said or asked during the interview.

The members of the panel should:

- have the necessary authority to make decisions about appointments;
- be appropriately trained,
- meet before the interviews to:
 - o reach a consensus about the required standard for the job to which they are appointing;
 - o consider the issues to be explored with each candidate and who on the panel will ask about each of those;
 - o agree their assessment criteria in accordance with the person specification.

Where a candidate is known personally to a member of the selection panel it should be declared before shortlisting takes place. It may then be necessary to change the selection panel to ensure that there is no conflict of interest and that equal opportunities principles are adhered to. This will be discussed with HR and the DFO where appropriate.

7.0 Internal Recruitment

The contribution of all staff within the school community is valued and key skill retention is sought, where possible. The school will support, as far as possible, the continued professional development of all staff as they seek promotion to new opportunities within the whole School community. All members of staff are therefore encouraged to consider their suitability for any vacancy within the School. Where a member of staff applies for a vacant post, they will be given equal consideration to external candidates, based on the essential criteria for the post.

To encourage an “open” internal recruitment system all vacancies will be advertised internally by email, and/ or on Staff News and Staff Notice Boards as appropriate. Occasionally the decision may be taken not to advertise a post. This may occur, for example, when a similar post has recently been advertised and an appointment can be made from the subsequent interviewees, or because a temporary appointment needs to be made as soon as possible to ensure continuity within a post or for example, priority being given to those staff at risk of redundancy or if a position is for less than three months – in this case, a secondment may be the answer.

Employees will be given the opportunity to apply for appropriate internal vacancies wherever possible.

Line managers have a responsibility to encourage and develop employees within their job and to support an individual, if suitably qualified, in their application for an alternative role within the School. Line managers should view the progression of their employees as a positive commendation of their own management skills and success.

8.0 Inviting Applications

Advertisements for posts – whether in print or on-line – will include the statement:

The Royal Masonic School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants must undergo child

protection screening, including checks with past employers and the Disclosure and Barring Service. The Royal Masonic School for Girls is an equal opportunities employer. Prospective applicants will be supplied, as a minimum, with the following:

- job description and person specification.
- the school's safeguarding policy.
- the school's recruitment policy (this document).
- an application form.
- Staff Privacy Notice.

9.0 Application Process

The School will only accept applications from candidates completing the relevant Application Form in full. CVs will not be accepted in substitution for completed Application Forms.

The School will make candidates aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Candidates for employed posts will receive a Job Description and Person Specification for the role applied for.

Checks will be made of previous employment history to ascertain satisfactory reasons for any gaps in employment. These checks will then be checked against references and any discrepancies discussed with the candidate.

The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service ("DBS") for the position and, where appropriate, a check of the Barred List will be undertaken. Any offer of employment will be conditional on obtaining such satisfactory checks. Additionally, successful applicants should be aware that they are required to notify the school immediately if there are any reasons why they should not be working with children. This includes any staff who are disqualified from childcare or registration

The statutory guidance "Disqualification under the Childcare Act 2006" applies to those providing early years childcare or later years childcare, including before school and after school clubs, to children who have not attained the age of 8 AND to those who are directly concerned in the management of that childcare.

The school takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect their suitability to work with children must notify HR/their manager immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive.

Staff and/or successful candidates who are disqualified from childcare or registration may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. Please speak to the Head/DFO for more details.

The School has a legal duty under section 26 of the Counterterrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism'. This is known as the Prevent duty. Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. Accordingly, as part of the recruitment process, when an offer is made the offer will be subject to a Prevent duty risk assessment [more guidance for schools from the DfE on this can be found at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf].

If the candidate is currently working with children, on either a paid or voluntary basis, the School will ask their current employer about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether the candidate has been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.

If the candidate is not currently working with children but has done so in the past, the School will ask the previous employer about those issues. Where neither the current nor previous employment has involved working with children, the School will still ask the current employer about the candidate's suitability to work with children. Where the candidate has no previous employment history, the School may request character references which may include references from the candidate's school or university.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal by the School if they have been appointed, and a possible referral to the police and/or DBS.

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Applications received after the closing date will not be considered unless by prior agreement with the selection panel.

Applications made through means other than application forms will not be considered unless a reasonable adjustment has been made to accommodate the needs of an applicant with a disability.

10.0 Long/Short-listing

The School will shortlist applicants according to the relevance and applicability of their professional attributes and personal qualities to the role. At least two people will carry out the shortlisting exercise, consider any inconsistencies, look for gaps in employment and reasons given for them, and explore all potential concerns. The sift form should be completed independently by each panel member prior to the panel meeting to discuss and agree the final shortlist. All candidates should be assessed equally against the criteria contained in the person specification without exception or variation. The interviewers involved will be required to state any prior personal relationship or knowledge of any of the candidates and a judgement will be made by HR as to whether or not an interviewer should withdraw from the panel.

Online searches will be conducted on all shortlisted applicants by a member of the HR team. Searches will be contained to information which is 'publicly available online' and only relevant information will be shared with the interview panel. This step forms part of a school's wider safeguarding due diligence which aims to prevent and/or deter individuals who may be unsuitable to work with children from working in a school environment. Any online searches will be used to identify any incidents or issues that are publicly available online.

Shortlisted applicants will then be invited to attend a formal interview at which their relevant skills and experience will be discussed in more detail. KCSIE 2022 recommends that those who shortlist carry out the interview for a consistent approach.

Shortlisted candidates should be asked to complete a self-declaration form in relation to their criminal record or information that would make them unsuitable to work with children. Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records. Applicants will be asked to sign a declaration confirming that the information they have provided is true. Where there is an electronic signature, the shortlisted candidate should physically sign a hard copy of the application at the point of interview.

The School will obtain references prior to interview. This allows any concerns raised to be explored further with the referee and can be taken up with the shortlisted candidate at interview.

11.0 References

The School will seek the references referred to in section 10 above for shortlisted candidates (including internal applicants when necessary) and will approach previous employers for information to verify particular experience or qualifications, before interview. One of the references must be from the applicant's current or most recent employer. References must be received by a senior person with

appropriate authority. If the candidate does not wish the School to take up references in advance of the interview, they should notify the School at the time of applying.

The School will ask all referees if the candidate is suitable to work with children.

The School will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials. Agreed references which have resulted from a settlement agreement will be carefully scrutinised. The School will verify all references. Where references are received electronically, the School will ensure they originate from a legitimate source.

Where necessary, referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges. Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

The School will compare any information provided by the referee with that provided by the candidate on the Application Form. Any inconsistencies will be discussed with the candidate. Referees will always be asked specific questions about:

- the candidate's suitability for working with children and young people.
- any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children.
- the candidate's suitability for this post.

12.0 The Selection Process

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.

Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

Documentation

All candidates are required by law to provide evidence of their eligibility to live and work in the UK will be asked to bring **original** copies of such documents to interview with them (please refer to Government guidelines).

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g., the original or certified copy of certificates, diplomas etc.). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by the candidate from the awarding body.

Interviews will wherever possible be face-to-face. Telephone or online interviews may be used at the short-listing stage but will not usually be a substitute for a face-to-face interview.

Candidates will always be required:

- to explain satisfactorily any gaps in employment.to explain satisfactorily any anomalies or discrepancies in the information available to recruiters.to declare any information that is likely to appear on a DBS check.to demonstrate their capacity to safeguard and protect the welfare of children and young people.

A safeguarding interview will be conducted and will include exploring the candidate's suitability to work with children prior to confirmation of appointment being issued.

Feedback should be made available to all applicants following the interview stage of the recruitment process. Feedback should be provided by a member of the interview panel on the Interview Report Form and submitted to HR.

13.0 Conditional Offer of Appointment - Employment Checks

13.1 Any offer to a successful candidate will be conditional upon meeting KCSIE and ISI guidelines which may be subject to change. This includes but may not be limited to;

- receipt of at least two satisfactory references, one of which should be from the most recent employer (if these have not already been received);
- verification of identity.
- evidence of eligibility to live and work in the UK.
- for overseas applicants or UK applicants who have lived abroad, the provision of a Police Clearance Check from the country of residence. (According to Government guidelines)
- a satisfactory enhanced DBS check and a check of the Barred List
- for candidates to be employed as a teacher, a check that that the candidate is not subject to a prohibition order issued by the Secretary of State. Teaching work is defined in The Teachers' Disciplinary (England) Regulations 2012 to encompass:
 - Planning and preparing lessons and courses for pupils
 - Delivering and preparing lessons to pupils
 - Assessing the development, progress and attainment of pupils
 - Reporting on the development, progress and attainment of pupils;
- provision of actual certificates of qualifications relevant to the post
- verification of successful completion of statutory induction period (for teaching posts – applies to those who obtained QTS after 7 May 1999);
- for a candidate to be employed into a senior management position as set out above under “Scope of this Policy”, receipt of a signed “senior charity manager positions: automatic disqualification declaration” confirming that the candidate is not disqualified from acting in a senior management position for a charity in accordance with the automatic disqualification rules for charities;
- where the successful candidate will be taking part in the management of the school, a check will be carried out under section 128 of the Independent Educational Provision in England (Prohibition on Participation in Management) Regulations 2014. This applies to all Governors, Senior Management Team and teaching and support heads of department
- A check against the GTC sanction list
- For candidates to be employed as a teacher who have lived or worked outside the UK, such checks and confirmations as the School may consider appropriate so that any relevant events that occurred outside the UK can be considered. For candidates from the EEA, this shall include proof of past conduct as a teacher in the form of a letter of professional standing from the professional regulating authority in the country/countries in which the candidate has worked
- Evidence of satisfactory medical fitness.

13.2 Medical considerations

It is the School's practice that a successful candidate must complete a pre-employment health questionnaire. The information contained in the questionnaire will then be held by the School in strictest confidence and processed in accordance with the Recruitment Privacy Notice and Data Protection Policy. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e., proposed workload, extra-curricular activities, and layout of the School. A referral to the School's Occupational Health doctor may be made.

The School is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.

14.0 Criminal Records Policy

14.1 The School will refer to the Department for Education (“DfE”) document, ‘Keeping Children Safe in Education’ and any amended version in carrying out the necessary required DBS checks.

The School complies with the provisions of the DBS Code of Practice, a copy of which may be obtained on request or accessed here:

<https://www.gov.uk/government/publications/dbs-code-of-practice>

There are limited circumstances where the school will accept a check from another educational institution. This is where the new member of staff ("M") has worked in: –

- (a) A school or a maintained school in England in a position which brought M regularly into contact with children or young persons;
- (b) A maintained school in England in a position to which M was appointed on or after May 2006 and which did not bring M regularly into contact with children or young persons; or
- (c) An institution within the further education sector in England in a position which involved the provision of education or which brought M regularly into contact with children or young persons,

during a period, which ended not more than three months before M's appointment.

In these circumstances the school may apply for a disclosure but is not required to do so. A new, separate barred list check will be obtained.

14.2 DBS Update Service

Where an applicant subscribes to the DBS Update Service the applicant must give consent to the school to check there have not been changes since the issue of a disclosure certificate.

14.3 If disclosure is delayed

A short period of work is allowed under controlled conditions, at the Head's/ DFO's discretion. If an 'enhanced disclosure' is delayed, a Head/DFO may allow the member of staff to commence work:

- Without confirming the appointment;
- With completed references;
- After a satisfactory check of the barred list if the person will be working in regulated activity and all other relevant checks (including any appropriate prohibition checks) having been completed satisfactorily;
- Provided that the DBS application has been made in advance;
- With appropriate safeguards taken (for example, loose supervision and a risk assessment);
- Safeguards reviewed at least every two weeks by the Head/Director of Finance & Operations (DFO) and member of staff;
- The person in question is informed what these safeguards are;
- It is recommended, but not a requirement, that a note is added to the single central register and evidence kept of the measures put in place.

And, provided all other pre-employment checks and documentation is in place.

15.0 **Withdrawing an offer of employment**

If, after careful consideration, it is decided to withdraw a provisional offer of employment the grounds for withdrawal must be very clear e.g. due to unsatisfactory references and the offer rescinded in writing. This decision must be made in conjunction with HR.

16.0 **Retention and Security of Records**

16.1 The School will comply with its obligations regarding the retention and security of records in accordance with the Data Protection Act 2018. Records relating to recruitment and selection activities will remain confidential and accessible only to those who require information either as part of the recruitment decision-making process or for the administration of the process (including monitoring activities for the purpose of this policy or equality policies). Records relating to successful candidates will be placed in personnel files. Records for unsuccessful candidates will be retained in a secure place for twelve months, after which time they will be destroyed.

16.2 Copies of DBS certificates will not be retained for longer than 6 months. The documentation will be retained, and then confidentially disposed of, by the HR Department.

17.0 **Induction and Probation**

17.1 All new employees will receive induction training that will include the School's safeguarding policies and guidance on safe working practices.

17.2 Regular meetings will be held during the first term / first three months of employment between the new employee(s) and the appropriate manager(s). Please refer to Induction Policy and Probation Policy

18.0 General

If an employee has any queries regarding their rights or obligations under this Recruitment policy, they should raise them in the first instance with the HR Department. Occasionally there may be a need for an adjusted process e.g. COVID-19 and in all such instances Government guidance will be followed.

19.0 Monitor and Review

This policy can be reviewed at any time, but the School will monitor and review this policy on an annual basis.

This policy does not form part of the contract of employment and can be altered at any time as deemed necessary by the School.

September 2022

APPENDIX A

Acceptable documents List A

Any **one** of the documents listed below will provide the necessary evidence of the right to work in the UK. The document provided must be the *original*.

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 an Irish citizen.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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

Acceptable Documents 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 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.
3. 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 Certificate of Application (digital or non-digital) 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 (known as the EU Settlement Scheme), on or after 1 July 2021, together with a Positive Verification Notice from the Home Office Employer Checking Service.
3. 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 together with a Positive Verification Notice from the Home Office Employer Checking Service.
4. 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.
5. 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.