



*Caring is our passion... Compassion is our belief...*

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## Identity Checks

Policy Number 42

Introduction

*NOA HEALTHCARE has implemented a robust Recruitment process. An integral component is Identity Checks which determines the genuine identity of each Member.*

Policy.

*Applicants are provided, prior to interview, with a full list of acceptable documents, including photographs in accordance with the NHS Employment check standards and directed to present at interview.*

*NOA HEALTHCARE check that information is obtained from reliable sources is cross referenced against information provided by the applicant to identify mismatches.*

*Mismatches are investigated to ensure both the attributable identity and the biographical identity of the applicant is authentic.*

*NOA HEALTHCARE will ensure that their recruitment staff utilise contemporary equipment and are suitably trained to undertake appropriate checks to satisfy themselves of the genuine identity of each applicant.*

Policy Origin

*In House Policy*

References

NHS employment check standards; "A good practice guide on pre-employment screening, document verification." By the Centre for the protection of national infrastructure; "Passport Verification: Is the person in front of you who they claim to be?" from World Check reducing risk through intelligence; and "Recognising Fraudulent Identity Documents (an overview) 2014 Basic Guide to Forgery Awareness" the Home Office document:

NOA Procedure 42 Identity Check Procedure

Date Policy Active.

*February 2016.*

Last Review Date.

*July 2016*

Quality Assurance Reference *POL/ 42/16*