



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

NOA Healthcare Ltd., Margaret Powell House, 417 Midsummer Boulevard, Milton Keynes, MK9 3BN  
Tel: 020 3130 1773 • www.noahealthcare.co.uk • Email: info@noahealthcare.co.uk

## Pre-Employment Checks and Documentation 003

### Employment Checks

NOA Healthcare's employment checks are carried out in line with NHS Employers Guide, CPP/LPP, HTE and CCS framework agreements.

#### Identity

NOA Healthcare is obligated to assure the identity of every individual registered to work through the agency. Only original documents can be used and should include:

- Full Name
- Signature
- Date and place of birth
- Current Address

One document on its own is not sufficient and therefore further documents will need to be requested in conjunction to ensure that there is no reasonable doubt that the candidate applying is who they say they are.

The following combination of documents is currently acceptable:

- Two forms of photographic and one further confirming current address Or
- One form of photographic and two further confirming current address

NOA Healthcare uses IDscan which reads, extracts data from and authenticates a multitude of complex documents including passports, visas, ID cards, driving licenses, utility bills and work permits.

#### Right to work

It is a legal requirement to provide evidence of your right to work in the UK.

NOA Healthcare follows guidance issued by the Home Office, currently "Prevention of Illegal Working" (August 2014). Candidates must supply NOA Healthcare with an original current passport and/or Visa/Biometric Residence Card showing right to work in the UK. NOA Healthcare will not progress application/registration until these documents have been provided.

NOA Healthcare uses IDscan which reads, extracts data from and authenticates a multitude of complex documents including passports, visas, ID cards, driving licenses, utility bills and work permits.

## **Professional Registration & Qualifications**

You must provide copies of all relevant qualifications and evidence of your registration with a professional body (NMC etc.). Your qualifications will be matched up to your registration. NOA Healthcare will not progress with your application/registration until these have been provided. For NMC checks NOA refers to the Search the Register <https://www.nmc.org.uk/registration/search-the-register/>.

## **Employment History & Reference**

You must provide NOA Healthcare with an up to date CV including a full employment history. Any gaps in the history must be accounted for i.e. maternity leave, training, relocation, volunteering etc.

You will be expected to provide NOA Healthcare names of 2 referees. If you have been on short term placements the number of referees will be more. References must not be from your relatives and you must obtain the agreement of your referees for NOA Healthcare to disclose the reference to Hirers.

NOA Healthcare will request references on an annual basis from the 2 most recent placements thereafter and will expect you to ensure that an assessment form is completed for any assignments you undertake via NOA Healthcare for less than 2 weeks.

In the rare event of NOA Healthcare receiving a poor reference, or assessment, we will request a reflection statement from yourself to ensure you have the opportunity to learn from any feedback received.

## **Disclosure and Barring Service (DBS)**

Information obtained through the recruitment and selection stage is designed to prevent unsuitable people from gaining access to vulnerable groups, while at the same time respecting human rights and privacy issues and complying with the requirements of the Data Protection Act.

There are 3 types of checks and, due to the nature of our business; we carry out enhanced checks on all our members. An Enhanced Check contains the same information as a standard check but also includes any no conviction information held by local police, where they consider it to be relevant to the post. This information is referred to as 'approved information' on the Enhanced Check certificate. Any offers of assignments are dependent on the disclosed information and made in line with the Rehabilitation of Offenders Act 1974.

In order to conform to legislation and making an informed recruitment decision, you will be required to send your disclosure to us so that we see it in its entirety, scan it and hold it on file in line with the DBS Code of Practice.

Disclosures will be returned to you immediately via recorded delivery. NOA Healthcare will request permission from any Member who signs up to the DBS update service to allow us to periodically check online for your current status to ensure that your file is kept completely up to date. If, either before or during the course of an assignment, the Hirer or NOA Healthcare becomes aware of any reason why a Member is not suitable for an assignment, the assignment will be terminated.

## **Work Health Assessments**

NOA uses the services of Healthier Business UK Ltd to provide OH screening services.

NOA Healthcare is committed to ensuring not only our Members' health, safety and welfare but that of our Hirers and the patients. To this end we therefore require you to provide documented evidence of immunity to the following conditions:

- Hepatitis B titre levels
- Rubella

- Varicella
- Measles
- Tuberculosis screening

All Serology reports must be original UK reports and must be IVS approved (Identity Validated Samples). In addition to the above, we will ask you to complete a health questionnaire. This will be updated annually thereafter. You must read and confirm your compliance with these statutory Occupational Health requirements. The information you supply is treated in the strictest of confidence.

NOA Healthcare will obtain a fitness to work certificate after evidence of immunisations have been received alongside your questionnaire. These will be renewed annually. Should there be a change to your health, please inform NOA Healthcare as soon as possible as your fitness to work certificate may become void. **WARNING:** If you deliberately provide false information/documentation, you may be guilty of fraud under The Fraud Act (2006) which carries a maximum penalty of 12 months imprisonment or forgery under The Forgery and Counterfeiting Act (1981) which carries a maximum penalty of 2 years imprisonment.

Reference PRO/003/2017