

LEICESTERSHIRE

FIRE and RESCUE SERVICE

SERVICE PROCEDURE

CONTENTS	PAGE No
Policy Statement	3
Equal Opportunities	4
Disabled Applicants	4
Positive Action	5
Direct, Indirect and Associative Discrimination	6
Job Sharing	6
Monitoring	7
Short Term Cover & Temporary Vacancies	7
E-Recruitment	7
Job Description	8
Person Specification	9
Education/Training Qualifications	10
Knowledge	10
Experience	10
Skills/Competencies	11
Advertising	11
Shortlisting from an Application Form	12
Selection	12
The Selection Panel	13
Tests and Exercises	13
Skills Tests	13
Performance Tests	13
Interview	14
Pre-employment Screening	15
DBS/Disclosure Scotland Clearance	15
Probation	16
Starting Salaries	16
Disclosure of Applicants' Information	16
Appendix A	
Appendix B	
Appendix C	
Appendix D	
Appendix E	
Appendix F	
Appendix G	
Appendix H	

HUMAN RESOURCES

RECRUITMENT AND SELECTION

AUDIT OF AMENDMENTS

Date	Paragraph Changed	Brief details of alterations	Approved by
October 2008	New paragraphs	Probation	Added following review of Appointment of Staff Policy
	New paragraphs	Starting Salaries	Added following review of Appointment of Staff Policy
July 2009	New paragraphs	Disclosure of Applicants' Information	K Albon
	New Appendix F	Disclosure of Applicants' Information – Guidance	K Albon
Dec 2009	Appendices G,H and I	Addition of guidance notes and templates for carrying out pre-employment checks	C Palmer
Nov 2010	New 67	Any post offered will be subject to satisfactory references, medical clearance and criminal record bureau clearance where appropriate.	SMT 22.11.10
Nov 2010	New Section	Initial Pre-employment checks	SMT 22.11.10
Feb 2012		Reviewed and updated	Victoria Beck
Aug 2012	Appendix F	HR Advisor replaced with HR Business Partner	Karen Albon
May 2013	83	Criminal Records Bureau (CRB) replaced with Disclosure and Barring Service (DBS) or Disclosure Scotland (Basic) clearance	Karen Albon
	84	DBS or Disclosure Scotland Basic clearance	Karen Albon
	88	CRB replaced with a (Basic) check	Karen Albon
	89	CRB replaced with DBS. CRB procedure replaced with Disclosure and Barring Procedure	Karen Albon
	Appendix B	CRB replaced with DBS. All DBS and basic level disclosures will be dealt with in accordance with the Leicestershire Fire and Rescue Service Disclosure and Barring Service Procedure.	Karen Albon
June 2013	Appendix G	Changes to link for providing the appropriate documents for Proof of ID and Rights to Work in the UK	Karen Albon
		LFRS change of address	Karen Albon
		LFRS change of fax number	
Feb 2014	Appendices F,G and H	Update guidance notes and templates for carrying out pre-employment checks including that Right to work in UK documents are valid (not expired).	C Palmer

**WARNING – If you are viewing a printed copy of this document it may not be current.
Refer to SharePoint for the latest version.**

Date	Paragraph Changed	Continued Brief details of alterations	Approved by
March 2014	Appendix B	Amendments to the Rehabilitation of Offenders Act.	Karen Albon
Sept 2014	Appendix F	Reviewed in line with changes to legislation i.e. Immigration Act 2014	Karen Albon

LEICESTERSHIRE FIRE AND RESCUE SERVICE

RECRUITMENT AND SELECTION

POLICY STATEMENT

- 1 Leicestershire Fire and Rescue Service (LFRS) recognises the value of employing people with a range of skills, knowledge and experience from different cultures and backgrounds. In order to promote diversity, positive action initiatives will be developed and implemented as appropriate. Consequently, selection decisions are some of the most important made by managers to ensure the organisation has the right people with the right skills.
- 2 This guide to recruitment and selection serves three purposes:
 - To set out good practice in recruitment, taking account of relevant legislation and LFRS policies and procedures, particularly those regarding equal opportunities;
 - To provide practical, responsive guidance to all those who have responsibility for recruitment and selection – line managers, and Human Resources staff; and
 - To clarify the roles and responsibilities of all those involved in the recruitment and selection process.
- 3 The policy aims to achieve a fair and consistent approach that eliminates discrimination and meets LFRS's commitment to Equality and Diversity. The provisions of this policy comply with the current legal framework relating to recruitment and selection. It will be reviewed and updated as necessary when changes in legislation apply.
- 4 It covers the entire process of recruitment and selection – from a vacancy arising through to defining the requirements of the job and the person, attracting applicants, selection of the successful applicant and making the job offer.
- 5 This policy should be cross-referenced with the following procedures:
 - Service Procedures Human Resources – Retained Duty System Recruitment
 - Service Procedures Human Resources – RDS Application, Selection and Phase 1 Training
 - Service Procedures Human Resources – Wholetime Recruitment Policy
 - Service Procedures Human Resources – Migration and Transfer Policy
- 6 All recruitment will be carried out using our E-Recruitment system, also known as TAS (Tribal Attract and Select) – see section on E-Recruitment below.

- 7 Our Workforce Development Plan will be used to determine the exact requirements for our external operational recruitment.

EQUAL OPPORTUNITIES

- 8 LFRS recruitment and selection processes must operate in accordance with legislation and LFRS's Equality and Fairness at Work policy. There are three aspects to this:
- All vacant jobs must be advertised openly and as widely as practicable. The only exception to this is when internal employees have been selected for redeployment or where Senior Management Team or a Director has allowed an internal appointment. In cases such as these, special arrangements apply and these are outlined in the Re-deployment policy. The Temporary Promotion policy should be utilised for temporary operational vacancies.
 - Unfair barriers to applicants must be eliminated, such as conditions or requirements that cannot be shown to be justified; and
 - All job applicants must be assessed fairly in accordance with the Equality Act 2010. This means that there must be no discrimination on grounds of the following protected characteristics: age, gender, race, religion or religious or philosophical belief, gender reassignment, disability, sexual orientation, marriage and civil partnership, pregnancy and maternity or any other unjustifiable condition or requirement
- 9 Legislation associated with recruitment and selection is explained in full in (Appendix B).

DISABLED APPLICANTS

- 10 Leicestershire Fire and Rescue Service is a disability symbol user (also known as the '2 ticks' symbol), which means that it has signed up to the following commitments regarding the employment of disabled people, which are:
- a. Progressing to the next stage of the process all disabled applicants who meet the minimum criteria for a vacancy. This is identified by the essential criteria on the person specification.
 - b. To ensure there is a mechanism in place to discuss, at any time, (but at least once a year), with disabled employees what they can do to make sure they can develop and use their abilities.
 - c. To make every effort when employees become disabled to make sure they stay in employment.
 - d. To take action to ensure that all employees develop the appropriate level of disability awareness needed to make the commitments work.
 - e. Each year, to review the five commitments and what has been achieved, to plan ways to improve on them and let employees and Jobcentre Plus know about progress and future plans.

- 11 The Equality Act 2010 protects disabled people from discrimination in employment for a reason associated with their disability. This places a duty on employers to make “reasonable adjustments” to prevent disabled job applicants and employees being placed at a substantial disadvantage in relation to other people. This is in relation to recruitment and selection procedures, the physical environment and any other aspect of employment, including training, career development and retention.
- 12 At the application shortlisting stage, the e–recruitment system identifies each applicant by their applicant ID (not by name) and also flags whether an applicant has a disability or not. This means the shortlisting panel can ensure that all disabled applicants who meet the essential criteria are progressed to the next stage of the process. Where the e-recruitment system is not currently being used for recruitment and selection then a disabled job applicant’s application form will have a form attached (Appendix A) highlighting that the applicant must be progressed to the next stage of the process if they meet all of the essential criteria. You may contact HR for advice if required.

POSITIVE ACTION

- 13 The CFA has an outreach strategy aimed at attracting candidates (for recruitment purposes) from groups that are underrepresented in the workforce including:
 - Women in operational roles;
 - Black, Asian and Minority Ethnic (BAME) across the Service;
 - Lesbian Gay Bi-sexual (LGB) across the Service.
- 14 The CFA undertakes various initiatives in order to raise the profile of the Service as a viable career option for the target groups. The initiatives include:
 - Attendance at identified community events;
 - Attendance at school and college fairs;
 - Use of local media etc;
 - Holding positive action events specifically aimed at identified groups.
- 15 Section 159 of the Equality Act 2010 allows employers the option when faced with two or more candidates who are “as qualified” as each other, to choose a candidate from a group that is under-represented in the workforce.
- 16 The CFA has agreed to use this legal provision in order to address the under-representation of women and Black and Minority Ethnic (BAME) employees within operational roles.
- 17 Therefore, LFRS will select a woman or a BME candidate where they are one of two candidates deemed “as qualified” following the interview stage.
- 18 However, this “tie-break” situation will only be applied when two candidates have the same score at final interview stage. If this stage involves another selection method to create an aggregate score for assessment purposes, such as a written test, then “as qualified” will include the total interview and test score.

DIRECT, INDIRECT AND ASSOCIATIVE DISCRIMINATION

- 19 Direct discrimination is treating a person less favourably on grounds that cannot be objectively justified – for example, by setting different criteria for male and female applicants or deliberately excluding applicants of a particular race or nationality.
- 20 Indirect discrimination is applying a requirement to everyone that has the effect of excluding more people from one particular gender or group than another and cannot be justified. For example, requiring formal qualifications that do not directly relate to the job would discriminate against people who have been disadvantaged by the education system, such as disabled people or people whose first language is not English. Similarly, not accepting applications from job-sharers when operational requirements do not preclude job-sharing would discriminate against women, who are more likely to seek part-time work as a result of family commitments.

You should avoid setting tests or interviews on religious festivals, holy days or times of religious observance as far as you can. Unless you can objectively justify the requirement for all applicants to take the test at that particular time, this would be indirect discrimination because of religion or belief.

- 21 This is because it has a worse impact on people who are followers of the particular religion or belief affected than those who are not, as they may not be able to take the test at all, ruling them out from consideration for the job.
- 22 Indirect discrimination may be either unintentional or deliberate. Care must be taken to guard against it when determining the requirements of the job and how applicants will be assessed against them – careful preparation of the person specification is, therefore, a key task. If the law is contravened, LFRS and the individuals concerned may be liable to legal proceedings at an Employment Tribunal.
- 23 Associative discrimination is treating a person worse than someone else because they are associated with a person who has a protected characteristic as defined in the Equality Act 2010 - for example an employer does not offer a job applicant the job even though they are the best qualified person, just because the applicant tells the employer they have a disabled partner.

JOB SHARING

- 24 All jobs should be considered for possible job-sharing unless operational requirements dictate that sharing the job would be impractical. It is expected that there should be very few jobs in LFRS where job-sharing is not possible. If a job-sharer leaves, then his/her job-share partner should be offered the opportunity to take the position full-time. If he/she declines to work full time then the vacant part of the post should be advertised as a job-share. If we are unable to appoint on a job-share basis, there may be a need to require the job-sharer to increase their hours to full-time.

MONITORING

- 25 Monitoring is required by law to evaluate whether LFRS is meeting its equality objectives and is also a useful tool for improving the efficiency and effectiveness of the recruitment process. The information gathered will be used to highlight possible inequalities, investigate the underlying causes and remove any unfairness or disadvantage. It also provides important information on the success or otherwise of the recruitment process.
- 26 Comprehensive monitoring of the workforce and job applicants is carried out with any information they choose to disclose about their ethnic origin, age, gender, disability, sexual orientation and religion or belief. The purpose of monitoring is to evaluate the effectiveness of the Equality and Fairness at Work policy and related Human Resources policies and practices. The information applicants provide on their diversity monitoring form is not made available to the interview or shortlisting panels.

SHORT-TERM COVER AND TEMPORARY VACANCIES

- 27 There may be occasions where an employee cannot attend work and is unable to give any or very little notice of absence. If the absent employee occupies a post which, if left vacant for even a short period of time would have a detrimental effect on service provision, then the manager may ask another employee to take on the responsibilities of the post. Remuneration for undertaking this additional responsibility may be made, the amount of which will be determined by the nature of the role. Operational personnel should refer to the Temporary Promotion policy.
- 28 Whilst an emergency situation may initially require a quick and ad hoc resolution, if it becomes clear that an absence is likely to continue for an extended period, the manager will need to review the arrangements and consider whether to advertise the temporary appointment on a more formal basis. In many cases of short term absence it may only be necessary to cover the most important parts of a job, and some duties might reasonably be allocated to other existing employees who in turn may relinquish the less important duties of their posts for a short period of time.
- 29 Authorisation from the Head of Finance should be sought prior to appointment where additional expenditure will be incurred.

E-RECRUITMENT

- 30 Recruitment for wholetime Firefighters, retained Firefighters and support staff roles is now undertaken solely using our e recruitment system also known as TAS (Tribal Attract and Select). Once an applicant has registered on the site www.leicestershire-fire.gov.uk/careers they may apply for our job vacancies on line. TAS can also provide job alerts for certain or particular jobs depending on the applicant's preferences. Once an application has been submitted, all correspondence with the applicant is via email unless they specify they would prefer to receive correspondence by post.
- 31 Shortlisting, scoring and progression or rejection of applicants at every stage is completed using TAS.

JOB DESCRIPTION

- 32 The job description sets out the overall purpose of the job and the main tasks to be carried out. It is the basis of the recruitment process, from which the person specification, the advertisement and the selection procedure will all be derived. The job description should be brief, clear and factual, avoid unnecessary tasks or overstated responsibilities. The job description should be written in a way that lists what the job is for and what results the person doing it should produce. It should not focus on how the job will be done as reasonable adjustments for a disabled applicant might be for them to do the job in a different way, but producing just as good results. It should be remembered who the audience is and avoid abbreviations or jargon which, although may be understood by internal applicants, may exclude people who don't know what they mean. Operational managers can refer to rolemaps and national occupational standards when developing a job description.
- 33 Recruiting a new member of staff is an ideal time for the manager to review the job description and person specification for the post and ask “what do I want the postholder to do?” and “how will I select the right person for the job?”
- 34 The main duties and responsibilities should indicate the key groups of tasks to be undertaken. It is a statement of the end results required of a job not a list of duties. The characteristics are:-
- Represents all the key outputs of the job
 - Describes end results **not** duties or activities
 - Explains **what** is done **not how** it is done
 - Is worded to emphasise the action that leads to the result
 - Each statement describes a distinct end result, arising from an identifiable activity in the job
 - Statements are specific using action verbs such as ‘achieve, ‘ensure’ rather than ‘deal with’ or ‘undertake’. This enables outcomes to be measured.
- Examples demonstrating this are:
- Maintain, update and report on staff establishment
 - Maintain user access control and set levels of access as appropriate
 - Support service managers in their work with other agencies and partnerships in the co-ordination, delivery and evaluation of risk reduction activities
 - To attend operational incidents as directed and ensure that all resources are used safely, effectively and efficiently.
- 35 They should be conveyed, using an appropriate amount of detail, a clear understanding of the duties to be undertaken and the level of responsibility. They should be specific about what is involved and avoid using general phrases like “deal with enquiries from the public” which fail to describe accurately what the job involves.
- 36 A succinct job description should contain no more than about 12 points. It is a good idea to start by preparing a list of all the main activities and tasks and then group them together. Commitment to equalities should also be included.

- 37 Most jobs change in an evolutionary way and it is expected that minor changes in the duties of a job will take place over time without altering the general character of the job or the level of responsibility entailed. Such changes would not normally be expected to affect the grade of the job.
- 38 Significant changes to the job resulting in increased duties may need to be reviewed by the Support Staff Review Group. For further information about this group contact the HR department.
- 39 All job descriptions must be created using the current template available on SharePoint. An example job description is included in Appendix C.

PERSON SPECIFICATION

- 40 Where necessary, each element of the job description should be reviewed in order to assess what type of skills, knowledge, experience and qualifications are required to enable the individual to perform all elements of the job. For example, if one of the duties of the job is “to produce regular statistical reports from Excel spreadsheets”, previous experience of producing reports using Excel is likely to be a requirement for the job.
- 41 Requirements should be divided into those that are essential and those that are simply desirable. Essential requirements are those that the successful applicant **must** possess in order to carry out the job effectively, while the desirable requirements are those that would enhance job performance or can be used to identify potential.
- 42 To avoid indirect discrimination, it should be ensured that the requirements for the job are not set higher than those actually required to undertake the job, as this would not be justifiable. For example, if a job involves numerical calculations, it would not necessarily be justifiable to require a Maths GCSE qualification; instead the requirement could be “basic numeracy, including addition, subtraction, multiplication, division and percentages” which could be tested during the selection process.
- 43 The requirements that are specified must be **justifiable** in terms of the job description and **measurable** because they will form the basis of the selection process. When writing the person specification, it is useful to consider, for each requirement, how assessment will take place during the selection process – for example, from the application form, during the interview, at a test. While the interview is the obvious part of the selection process, it is very important that job related tests are included to ensure a thorough assessment. Tests will be included in all recruitment processes unless exclusion can be justified. If a requirement cannot be assessed, it should not be included.
- 44 All person specifications must be created using the current template available on SharePoint. An example person specification is included in Appendix C.

45 To avoid needlessly excluding a disabled applicant, the person specification must indicate clearly the core competencies required for the job. It should focus on what needs to be achieved, rather than how. Common examples of requirements that could be discriminatory are:

- Must have a driving licence
This may exclude an applicant with a visual impairment who cannot drive his/her own car.

Could be replaced with:

Able to attend meetings throughout the county

This would enable an applicant to show how he/she meets the requirement by using alternative means of transport. In some roles occupational requirements may justify the need to ask for certain skills/abilities, for example must have a driving licence for a driving instructor would be acceptable.

EDUCATION/TRAINING QUALIFICATIONS

46 Unnecessary requirements should be avoided, such as higher educational qualifications than the job needs. For example, GCSEs and degrees are often used in person specifications when alternative qualifications or experience could be used instead.

KNOWLEDGE

47 Knowledge is what a person needs to know in order to do the job, for example, operational, technical, professional or organisational.

EXPERIENCE

48 Experience is the opportunity a person has had to use their knowledge and skills and demonstrate their ability in the past. It can often be considered as an alternative to a qualification or a particular educational attainment, such as a degree. Experience can come from a wide range of environments not only work.

49 It should be specific what experience is required and it should be measured in breadth and depth. For example: "proven experience of running a project from conception to completion". By asking for '5 years supervisory experience' it does not reveal anything about the size of the supervisory task, its frequency or nature or the level of responsibility of subordinates and could be discriminatory. It is often more effective to use 'ability' instead of 'experience' as it allows an individual's potential to be explored and their ability to do the job in question or if it could be learnt while doing the job. Ability can be assessed during the 'interview or test' part of the process as experience does not necessarily demonstrate competence. Ability cannot be assessed from an application form because it is an assessment of potential.

SKILLS/COMPETENCIES

- 50 In addition to education/training/qualifications, experience and knowledge, there is a range of work-related behaviours/competencies that the successful applicant will need to possess in order to perform the job. These are sometimes referred to as 'Personal Qualities and Attributes'.
- 51 National Occupational Standards are organised into units of competence and devised for operational personnel. Each 'unit' describes an area of work, with the activities separated out into 'elements' with associated 'performance criteria' and 'knowledge' listed.
- 52 Competencies should be differentiated by the level required. For example, if written communication skills are required, it should be indicate if the applicant will be required to write simple memoranda or complex reports; it may also be necessary to specify the audience for the communication.

ADVERTISING

- 53 The main aim of recruitment advertising is to attract a sufficient pool of applicants from the target group who possess the skills, knowledge, qualifications and experience required for the job. It is also important to project an interesting and attractive image of LFRS that complies with corporate branding. We use the 'two ticks' symbol to show that we want to encourage applications from disabled people and the Stonewall diversity champion logo to show our commitment to creating a genuinely inclusive working environment for LGBT employees.
- 54 Time should be taken to prepare the advertisement and consider the impact it will have on potential applicants. Adverts should be clear and unambiguous and should fairly reflect the requirements of the job, as detailed on the job description and person specification.
- 55 It is important to ensure that adverts are accessible to all including those with protected characteristics. Failure to do so may, in some situations lead to indirect discrimination unless an approach can be objectively justified. In addition to our job adverts appearing on our e-recruitment system, they also appear in relevant publications such as newspapers and industry specific magazines. Applicants who have registered on our e-recruitment site and have registered for job alerts will receive them as requested.
- 56 The cost of advertising should always be taken into account. Since the introduction of TAS, the focus of job adverts that appear in publications is to provide a 'signpost' to the e-recruitment system where applicants can find further information on the job itself and apply. Where recruitment for more than one role is taking place, savings should be made by advertising roles together using one advert.
- 57 TAS allows HR to monitor the efficacy of advertising in specific publications by identifying the numbers of applications following a particular advert.

SHORT-LISTING FROM AN APPLICATION FORM

- 58 Short-listing should take place as soon as possible after the closing date for receipt of applications.
- 59 LFRS has a guaranteed progression to the next stage of the process for disabled applicants if they meet the essential criteria for the job. (See paragraph nine for further information.)
- 60 Short-listing must be carried out by the members of the selection panel – ideally all the panel members, but a minimum of two people. Where an applicant has applied on line using TAS then shortlisting will also take place on line.
- 61 The panel should first identify which essential requirements on the person specification will be assessed at application form shortlisting stage – these will be those elements that have a 2 next to the criteria. The same requirements must be applied consistently to all applicants. Those applications that do not meet the essential criteria should be rejected.
- 62 Wholetime Firefighter applications will be shortlisted based on applicants responses to the five PQA questions asked at application form stage.

As a general rule

- Do not make assumptions based on job titles;
- Do not make assumptions based on prior/personal knowledge of the applicant's job;
- Be consistent;
- A qualification does not necessarily equate to the ability to do the job;
- Once all applications have been reviewed the shortlist form will need to be completed. All online applications are assessed online and scores submitted for each individual application.

SELECTION

- 63 The purpose of the selection process is to obtain and assess information about applicants that will allow a valid prediction to be made about their ability to do the job. It also provides applicants with an opportunity to obtain more information about the job and LFRS, and should leave them with a positive impression of LFRS as an employer.
- 64 Although the interview is usually the focal point of the selection process, the appointment decision should be made on the basis of all the information available to the panel, including the results of tests or other exercises. Different requirements necessitate different means of assessment – for example, oral communication skills can be assessed at interview, but IT skills can be better assessed by means of a practical test. A range of different assessment techniques also offers applicants the best opportunity to demonstrate their competencies.

- 65 Reasonable adjustments may need to be made to the selection process for a disabled applicant. All applicants are asked to notify us in the application form and at each stage of the recruitment process if they require any reasonable adjustments to enable them to attend and/or participate.

HR will contact any applicant who has indicated they require reasonable adjustments to find out what those adjustments are. A reasonable adjustment may be for example a change to the date or times of interviews or providing information in an alternative format.

THE SELECTION PANEL

- 66 The selection panel should consist of at least two people. Panel members must have received the relevant recruitment and selection and equality and diversity training for the appointment of posts. They must have a good understanding of the contents of this policy and the information in the supporting procedures that apply.
- 67 With the exception of the operational recruitment process, all panel members will be involved in all stages of the recruitment and selection process. Substitution of panel members should be avoided wherever possible. If a panel member is unable to continue, for whatever reason, then the panel should continue without that member, as long as at least one original panel member remains. The immediate supervisor/manager should where possible be a panel member and will normally act as chair.
- 68 If only one panel member remains or the panel member who has withdrawn is the only member with the specialist or technical knowledge relating to the post then a substitution is unavoidable and should be made before proceeding any further.

TESTS AND EXERCISES

- 69 Tests and exercises should always be used to assess the essential requirements on the person specification and must be strictly relevant to the duties of the job – for example, it would not be appropriate to ask an applicant to prepare a presentation for the panel if making presentations is not part of the job. It is important to make clear to the applicants exactly what a test is being used to measure.

SKILLS TESTS

- 70 These measure practical skills, such as IT skills, numeracy skills, operational awareness etc. Where such skills are required, it is recommended that a test is always carried out, to ensure applicants are at the appropriate level.

PERFORMANCE TESTS

- 71 These measure practical ability in a specific job by asking the applicant to undertake a job related activity under structured conditions – for example, prioritising work in an in-tray, composing a letter, sorting papers for filing, etc. When devising the test, it is important to ensure that it is not biased in favour of internal applicants, who may have access to information that is not available to external applicants.

INTERVIEW

- 72 The sequence and structure of questioning should be consistently applied to all applicants, but slightly different supplementary questions may be asked of each individual, depending on answers the applicant gives and to seek clarification on points from their application form.
- 73 Panel members should decide in advance which areas of questioning each will undertake and the order in which questions will be asked. All questions must be strictly relevant to the job. Panel members should plan questions and model answers in advance, indicating what would be a good, satisfactory or poor answer. To avoid all panel members writing notes throughout the interviews, it is helpful to agree in advance who will be responsible for taking notes for each question.
- 74 Past performance is often a good predictor of future performance and therefore it is useful to ask questions about what an applicant has actually done – behavioural questions. For example, it is likely that far more information will be obtained by asking “Tell me about a time that you had to deal with a particularly difficult customer” than “How well do you handle problem customers?”
- 75 Panel members are encouraged to probe in order to obtain further information. This is particularly important if unsatisfactory or partial information has been provided (for example, about previous employment) that appears to give cause for concern.
- 76 Care should be taken not to ask “leading” questions which have an obvious “right” answer, such as “do you like working with people?” – applicants may just give the answer they think you want to hear.
- 77 Applicants should not be asked questions which could be seen as clearly irrelevant to a job requirement as this could give grounds for allegations of direct, indirect, or associative discrimination. For example questions should not be asked concerning prospects of marriage, family, religion or belief, age, disability, ethnic origin or sexual orientation.
- 78 At the end of the interview, applicants should be given the opportunity to ask questions of the panel. It should be remembered that what is said at an interview can form part of the contract of employment, which is legally binding, so if there is anything the panel is unsure of they should offer to check and provide the reply later.
- 79 The temptation to over-sell the job should be avoided – it will result in a de-motivated employee if they accept the position with a false understanding of what the job entails.
- 80 Finally, the applicant should be advised of what will be happening next – for example, how soon the panel expect to make their decision and how the applicants will be informed.

- 81 Individual panel members should record their assessment after each applicant's interview but generally no discussion as to the suitability or otherwise of applicants should take place until all the interviews have been completed. Evidence should be provided for each area of competency assessed at the interview and test which should be cross-referenced to criteria in the person specification.
- 82 If there are any particular qualifications, then managers should ensure they check certification of these qualifications with the applicant, at interview. If this is an essential criteria of the job, no offer should be made without verification of the qualifications.
- 83 When making a selection decision, it is also helpful to decide and record who is appointable. An appointable applicant can be chosen in case the first choice applicant declines the job or there are issues with their references, Disclosure and Barring Service (DBS) or Disclosure Scotland (Basic) clearance, medical etc. It is always advisable to have an appointable applicant on hold if that is possible. You may have as many hold applicants as you want and can grade them in the order you would want to offer them the role should your first offer applicant turn the offer down. You will need to notify HR who your first choice and appointable applicants are so they can action the progression and rejection of applicants using the e-recruitment system.
- 84 Any post offered will be subject to satisfactory references, medical clearance and DBS or Disclosure Scotland (Basic) clearance.

PRE-EMPLOYMENT SCREENING

PROOF OF ELIGIBILITY TO WORK IN THE UK

- 85 Under sections 15-25 of the Immigration, Asylum and Nationality Act 2006 it is an offence to employ a person who is not entitled to enter, remain or work in the United Kingdom (See Appendix B for further information about this). To comply with this legislation, external applicants will be asked to bring evidence that they are eligible to live and work in the UK either to the interview or immediately following their medical assessment, in order that a copy of the documentation can be retained prior to the commencement of employment.
- 86 Please refer to the Initial Pre-employment Checks Guidance Notes – Appendix F, the Initial Pre-employment Checks documentation – Appendix G and the Countersignature Instructions and Template – Appendix H.
- 87 It is essential that these checks are undertaken for all applicants.

DBS/DISCLOSURE SCOTLAND CLEARANCE

- 88 In order to provide the appropriate level of assurance as to the trustworthiness, integrity and probable reliability of all prospective employees, a basic check will be carried out through Disclosure Scotland. This will disclose only unspent convictions.

- 89 Certain other posts also require an enhanced DBS disclosure and these are set out in LFRS's Disclosure and Barring Service procedure – See Service Procedure – Human Resources – Disclosure and Barring and Disclosure Scotland Procedure. Please also refer to Appendix B of this procedure – Other Legislation and the Rehabilitation of Offenders Act.

PROBATION

- 90 The appointment of all employees will be subject to a term of probation. Support staff and control staff will have a six month probation and operational staff have a nine month probation.
- 91 Employees will not be subject to the LFRS disciplinary procedure or performance and capability procedure during their probation period or where their probation period has been extended, as there is a separate process which is covered under the probationary procedure.
- 92 Once the probation period is completed employees will be subject to the disciplinary procedure and the performance and capability procedure.
- 93 At the end of the probationary period and subject to a satisfactory report from the line manager, the employee will be transferred to the established staff.

STARTING SALARIES

- 94 Please refer to Service Procedure Human Resources Pay Policy – Starting Salary of New Support Staff Appointments on SharePoint using the following link: <http://lfrs/corporate/policies/Pages/PoliciesProcedures.aspx> paragraphs 40 – 45 refer.

DISCLOSURE OF APPLICANTS' INFORMATION

- 95 All applicants, whether internal or external, should be aware that certain data may be passed to other applicants if a request is made as part of the recruitment process. This does not include personal data it may be for example, statistics based on the numbers of applicants.
- 96 Please refer to Appendix E for further guidance. Also refer to The [Data Protection policy](#) and the [Freedom of Information policy](#) on SharePoint.

APPENDIX A

This person has stated they are disabled as per our commitment to the two tick symbol please ensure they are short listed if they meet all the essential criteria

Any problems please contact a member of the HR team.

**APPENDIX B
LEGAL FRAMEWORK FOR
RECRUITMENT AND SELECTION**

All individuals involved in recruitment and selection must be fully aware of the legislation which underpins the process. An outline of the main legislation is given below. For further details, please contact the HR department.

DISCRIMINATION LEGISLATION

Equality Act 2010

The Equality Act 2010 consolidates nine separate pieces of anti-discrimination legislation into a single Act. It updates and amends existing strands of anti-discrimination law, creates a new single equality duty on public bodies, extends the scope for positive action with a new provision relating to recruitment or promotion, supports equal pay between men and women by banning secrecy clauses in contracts of employment, allows for wider equality objectives to be included in tenders for public sector contracts.

The Act introduces several key concepts which are listed below:

Protected Characteristics

The Act offers protection to people with 'protected characteristics'. The list of nine protected characteristics simply covers all those characteristics covered by existing anti-discrimination law strands. The protected characteristics are:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

Associative Discrimination

Associative discrimination is unlawful under the Equality Act 2010. It is discrimination against a person because they have an association with someone with a particular protected characteristic. This already applied to race, religion or belief, and sexual orientation and has been extended to cover age, disability, gender reassignment and sex.

An example of associative discrimination might be a non-disabled employee who is discriminated against because of action they need to take to care for a disabled dependent.

Perceptive Discrimination

Perceptive discrimination is unlawful under the Equality Act 2010. It is discrimination against a person because the discriminator thinks the person possesses that characteristic, even if they do not in fact do so.

Perceptive discrimination already applied to age, race, religion or belief and sexual orientation, and has been extended to cover disability, gender reassignment and sex.

Indirect Discrimination

Indirect discrimination is unlawful under the Equality Act 2010. It occurs where a provision, criterion or practice (PCP) applies to everybody, but the PCP has:

- a disproportionate impact on people with a particular protected characteristic,
- it is to the disadvantage of a person with that protected characteristic, and
- it is not a proportionate means of achieving a legitimate aim.

For example, an employer could introduce a shift pattern which requires all employees to work until 10pm three times a week – this would be a PCP. The employer applies it to all employees. However, women (protected characteristic of sex) are going to be disproportionately affected by this PCP because women are more likely than men to have caring responsibilities. If one particular woman could not work the shifts and therefore claims this would indeed be indirect discrimination unless the employer could demonstrate that there was a really good reason for the change (a proportionate means of achieving a legitimate aim).

Harassment

Harassment is unlawful under the Equality Act 2010. It is defined as: 'unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual'.

Under the Act:

- employees can complain of harassment even if they don't possess the protected characteristic or the harassment is not directed at them;
- employers can be liable for harassment of their staff by non-employees (for example, customers) - this is known as third party harassment.

Gender Reassignment

The significant change to the law on discrimination on the grounds of gender reassignment is that transsexual people are protected from discrimination even when they are not under medical supervision. Previous legislation required that a transsexual person must be under medical supervision to qualify for protection.

Pay Secrecy

It is unlawful for an employer to prevent employees discussing whether differences in their pay are due to protected characteristics. Any clause in an employment contract that requires pay secrecy is unenforceable.

Additional Obligations on Public Sector Employees

The Act requires public sector employers to lead by example, in promoting equality in their workplaces. From 5 April 2011 all public sector organisations have been under a single equality duty to demonstrate that they are achieving equality in their workforce across all the protected characteristics.

OTHER LEGISLATION

Proof of identification and eligibility to work in the UK

Under section 15-25 of the Immigration, Asylum and Nationality Act 2006 it is an offence to employ a person who is not entitled to enter, remain or work in the United Kingdom. To comply with this legislation, external applicants will be asked to bring evidence that they are eligible to live and work in the UK either to the interview or immediately following their medical assessment, in order that a copy of the documentation can be retained prior to the commencement of employment. **Please see Appendix F for further guidance.**

Rehabilitation of Offenders Act 1974 – as amended by the Legal Aid, Sentencing and Punishment of Offenders Act 2012

The Rehabilitation of Offenders Act 1974 – as amended by the Legal Aid, Sentencing and Punishment of Offenders Act 2012 ensures that a person who has been convicted of a criminal offence in the past but has not re-offended for a specified period of time is not disadvantaged when seeking employment.

Under the Act applicants with a criminal record, who are asked during the recruitment process whether they have any previous convictions, have the right to answer 'no' if the convictions are 'spent' and the job applied for is not excepted from the Act. A conviction is considered 'spent' after a rehabilitation period has expired and no further offence has taken place.

Rehabilitation Periods

The length of the rehabilitation period depends on the sentence given – not the offence committed. For a custodial sentence, the length of time actually served is irrelevant: the rehabilitation period is decided by the original sentence. Custodial sentences of more than four years can **never** become spent.

The following sentences become spent after fixed periods from the date of conviction; these apply to those individuals who are aged 18 or over:

Sentence	Rehabilitation period
Prison sentences of more than 2 and a half years up to and including 4 years	7 years from the end of the sentence (including time on licence)
Prison sentences of more than 6 months up to and including 2 and a half years	4 years from the end of the sentence (including time on licence)
Prison sentences of 6 months or less	2 years from the end of the sentence (including time on licence)
Probation Order	12 months from the end of the order
Community Order	12 months from the end of the order*

*Where the order does not specify the last day on which the order is to take effect, the rehabilitation period is 2 years from the date of the conviction.

Sentence	Rehabilitation period
Fine	1 year from the date of conviction
Conditional Discharge Order, referral order, reparation order, action plan order, supervision order, bind over order, hospital order	The last day on which the order has effect
Compensation	Once the compensation is paid in full
Absolute Discharge	No rehabilitation period

The following sentences become spent after fixed periods from the date of conviction; these apply to those individuals who are under 18:

Sentence	Rehabilitation period
Custodial sentences of more than 2 and a half years up to and including 4 years	3 and a half years from the end of the complete sentence (including time on licence)
Custodial sentences of more than 6 months up to and including 2 and a half years	2 years from the end of the complete sentence (including time on licence)
Custodial sentences of 6 months or less	1 and a half years from the end of the complete sentence (including time on licence)
Community Order (& Youth Rehabilitation Order)	6 months from the end of the order.* *Where the order does not specify the last day on which the order is to take effect, the rehabilitation period is 2 years from the date of the conviction.
Referral Order	The last day on which the order has effect
Fine	6 months from date of conviction
Conditional Discharge Order, referral order, reparation order, action plan order, supervision order bind over order, hospital order	The last day on which the order has effect
Compensation	Once the compensation is paid in full
Absolute Discharge	No rehabilitation period

Applicants will not necessarily be precluded from joining LFRS by declaring that they have a conviction on their application form. This decision will depend on the circumstances and background of the offence.

Disclosure on the application form relating to minor convictions gives the interview panel the opportunity to discuss the issue with the applicant.

Rehabilitation of Offenders Act (Exceptions) Order 1975 and Disclosure and Barring Service Disclosures (DBS)

Under the Rehabilitation of Offenders Act (Exceptions) Order 1975 there are some exceptions to the general principle regarding the declaration of spent convictions. Certain posts within Leicestershire Fire & Rescue service are *excepted* from the Rehabilitation of Offenders Act, which means that all convictions (whether spent or unspent), cautions, reprimands and final warnings need to be disclosed.

All DBS and basic level disclosures will be dealt with in accordance with the Leicestershire Fire & Rescue Service Disclosure and Barring Service procedure. The level of disclosure required for a specific post (standard or enhanced) is listed within the procedure and must be identified at the beginning of the recruitment and selection process. Applicants must be informed of the requirement for a disclosure in all relevant recruitment documentation. Any fees incurred in obtaining a disclosure will be met by LFRS.

Data Protection Act 1998

The Data Protection Act 1998 requires data holders to give consideration to how all data is processed, destroyed and stored and gives individuals some rights to review information held on them. This Policy seeks to ensure that LFRS complies with these requirements.

Notes taken by the interview panel may be made available to the applicant if requested. Notes are also transferred to the personal record file for successful applicants. Employment tribunals may request to see notes of all applicants from a recruitment process if a complaint is made.

APPENDIX C



Job Description

Post Title:	Vehicle Technician		
Directorate:	Organisational Development		
Department:	Workshops and Fleet		
Location:	Fire and Rescue Service Headquarters		
Grade:	D/E plus out of hours allowance	Date:	8 June 2011

Responsible To:	Fleet Manager/Workshops Manager
-----------------	---------------------------------

Liaison With:	
---------------	--

Purpose of Job:

The repair and maintenance of a growing specialist Fire Service fleet of large goods vehicles, personnel carriers, cars and light vans, also all specialist equipment carried by and fitted to those vehicles.

Main Activities, Duties and Responsibilities:

1. To carry out all repairs and maintenance to the Fire Service heavy goods vehicles to the vehicle manufacturers specifications.
2. To carry out scheduled inspections and brake tests to all emergency vehicles as per CFOA guidance and VOSA (vehicle and operator services agency) standards.
3. To prepare and present light vehicle fleet for annual VOSA tests.
4. To attend residential and non-residential training courses as directed by the Fleet Manager.
5. To maintain and undertake 24 hour emergency maintenance and repair service to all Fire Service vehicles and equipment, working on own initiative and unsupervised, with responsibilities to the safety of the vehicles, equipment and personnel, including attending roadside breakdowns and R.T.C's.
6. To maintain and undertake the repair and maintenance of all electrical components and systems of vehicles, plant and ancillary equipment used by the fire and rescue service.
7. To maintain specialist diagnostic systems and computerised controls. To analyse and diagnose computerised systems used in latest emergency vehicle technology.
8. To maintain, repair and carry out standard tests and to sign off to manufacturer's specification the following fire and rescue equipment.
9. To undertake the kitting out of new appliances for stowage of equipment, including the fabrication or construction of component parts and brackets etc. including stowage of re-furbished vehicles etc.
10. To undertake:
 - Minor bodywork
 - Accident repairs plus welding of component parts as required
 - Application of conspicuous markings, service logo's and vehicle identification.
11. To attend fires or other emergencies as directed by the Chief Fire and Rescue Officer, for the purpose of carrying out preventative and running maintenance, or emergency repairs to vehicles, plant and ancillary equipment only.
12. To work within a dynamic environment and work using own initiative in order to keep vehicle down time to a minimum especially when working alone on stations.
13. To keep the control and duty Fleet manager informed and updated of all vehicle movements and availability at all times.
14. To replace tyres to vehicle rims and balance as required to both LGV and the light vehicle fleet.
15. To take short term responsibility for the running of the workshops, making decisions and prioritising workload to maintain the continued resilience of the service in temporary absence of the fleet manager and the workshop supervisor at their request.
16. To ensure that all tasks associated with this post are carried out to clearly reflect the Service's Equality and Diversity policies.
17. To maintain compliance with the Health and Safety policies of the Service at

Special Features:

This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual job will change and existing duties may be lost or others gained without changing the general character of the duties or the level of responsibility entailed. As a result the Authority will expect this job description to be subject to revision.

Signature of Postholder _____ **Date** _____

Evaluation

**Budget Directly
Responsible For:**

**Budget Directly
Responsible For:**

**WARNING – If you are viewing a printed copy of this document it may not be current.
Refer to SharePoint for the latest version.**

Budget Directly Responsible For:	
---	--

APPENDIX D



Person Specification

Post Title:	Vehicle Technician		
Directorate:	Organisational Development		
Department:	Workshops and Fleet		
Location:	Fire and Rescue Service Headquarters		
Grade:	D/E plus out of hours allowance	Date:	8 June 2011

Guidance Notes

Please note that 'Essential' denotes those requirements, which the applicant **must** hold to be shortlisted for interview.

	Requirements: E = Essential D = Desirable	E/D	Measure (see
Skills Knowledge and Experience			
	Experience of inspecting HGV, cars and light vehicles to VOSA standards and above.	E	2,3
	Ability to maintain and repair the electrical components and systems of vehicles, plant and ancillary equipment used by a Fire and Rescue Service sufficient to meet manufacturer's specifications.	D	4
	Ability to maintain, service and repair vehicles and Fire and Rescue Service equipment such as hydraulic rescue equipment, firefighting pumps and portable generators sufficient to meet manufacturers' specifications.	D	4
	Requirements: E = Essential D = Desirable	E/D	Measure (see

	Experience of using diagnostic equipment sufficient to fault find and repair HGV, cars and light vehicles as required.	E	2,4
	Ability to undertake minor bodywork and metal work repairs to HGV, cars and light vehicles.	D	4
	Ability to carry out emergency repairs to Leicestershire Fire and Rescue Service vehicles and equipment on site at incidents when required.	E	4
	Ability to replace and balance tyres to HGV and light vehicle rims.	D	4
	Experience of maintaining and repairing Scania HGV sufficient to meet manufacturer's specifications.	D	2,4
	Understanding of the provisions of the Health and Safety At Work Act as it relates to working in a vehicle maintenance environment.	E	4
Equality and Fairness			
	Sound knowledge of and commitment to, Equality and Fairness.	E	4
Qualifications and Training			
	NVQ level three or equivalent in heavy vehicle maintenance and repair.	E	2,5
Attitude and Motivation			
	Experience of working as part of a team to achieve team and organisational objectives.	E	4
	Ability to work effectively in a flexible and responsive way, plan own time and manage workload ensuring that deadlines and time scales are met.	E	4
	Experience and knowledge of the importance of the concept of quality service and customer care.	E	2,4

	Requirements: E = Essential D = Desirable	E/D	Mea sure (see
Other			
	Ability to work outside of usual, day-time working hours and participate in an overnight out-of-hours support rota.	E	4
	Willing to wear corporate dress.	E	2
	Must hold a full clean UK EEA driving licence including categories B, BE and C.	E	2,5
	Must be prepared to attend residential training courses when required.	E	4
	Must be prepared and able to travel from site to site around Leicester, Leicestershire and Rutland to maintain, service and repair vehicles and equipment at Fire & Rescue stations and at Headquarters.	E	2,4

Guidance Notes

In weighing the factors “essential” denotes those requirements that the applicant **must** hold. The qualities specified must be strictly based on requirements to perform the job and must not be unnecessarily restrictive or demanding.

Measures

- 1 = Test Prior to shortlisting (all applicants)
- 2 = From application form
- 3 = Test after shortlisting
- 4 = Probing at interview
- 5 = Documentary evidence (i.e. qualifications)
- 6 = Medical
- 7 = Other (e.g. CRB check)

**APPENDIX E
DISCLOSURE OF APPLICANTS'
INFORMATION GUIDANCE**

Introduction

- 1 All applicants, whether internal or external should be aware that certain data may be passed to other applicants if a request is made as part of the recruitment process.

Guidance

- 2 Any request for access to information should be dealt with in accordance with the Data Protection Act or the Freedom of Information Act. LFRS has a legal duty under the data protection laws to protect the identity of other applicants and the Freedom of Information Act recognises the requirements of the Data Protection Act by providing certain exemptions to disclosure.
- 3 As such, any response to a subject access request must be carefully planned to ensure that any personal details are removed, so that it is not possible for the applicant requesting the data to be able to identify the other applicants.
- 4 Under the Freedom of Information Act, we would be required to respond to the request by confirming whether we hold the information requested and, if so, then providing the information desired. In this situation, we would be required, for example, to provide details of scoring in interviews, interview notes, scoring of criteria on application forms and qualifications.
- 5 However, we will refuse to divulge information that will identify other applicants.
- 6 For further guidance on Data Protection and Freedom of Information, please refer to Service Procedures Administration – Data Protection and Service Procedures Administration – Freedom of Information both of which can be found on SharePoint.

**APPENDIX F
GUIDANCE NOTES
INITIAL PRE-EMPLOYMENT CHECKS**

This document is intended to help you understand these responsibilities in relation to Initial Pre-Employment Checks, so that you can carry them out properly and to provide you with information should you need further support.

Why should Initial Pre-Employment Checks be made?

As part of the process to recruit someone into Leicestershire Fire and Rescue Service, you as the hiring Manager/HR Assistant/HR Business Partner are responsible for ensuring Leicestershire Fire and Rescue Service is compliant with employment law, making sure your potential new employees are who they say they are and have the legal entitlement to work in the UK.

When should Initial Pre-Employment Checks be made?

These checks need to be made for all applicants prior to an offer of employment by a hiring Manager/HR Assistant/HR Business Partner and it is recommended that these are carried out at the interview stage as this may be the only opportunity that you will meet the applicant prior to you making an offer. These instructions are written for the hiring Manager/HR Assistant/HR Business Partner who is likely to be carrying out the interview and hence completing these checks. If you are not meeting the applicant during the interview then you need to ensure that the interviewer carries out these Initial Pre-Employment Checks on your behalf. It is your responsibility to collect the Initial Pre-Employment Checks evidence from the interviewer and have these sent to HR.

What do I need to do?

The following sections describe the elements of the Initial Pre-Employment Checks that you need to make as a hiring Manager/HR Assistant/HR Business Partner.

1. Proof of identity (Is your applicant who they say they are?)

For your applicants to prove who they say they are, they need to show you one of the following original Government-issued documents:

- Passport
- UK DVLA Photo card Driving Licence

You should not accept an expired passport unless it is a UK passport or one issued by a member state of the European Economic Area. Expired passports issued by any other country are not acceptable.

To complete the initial pre-employment check you need to carry out the following activities when you see the Original document with the applicant:

1. Check any photographs are consistent with the appearance of the applicant employee in order to detect impersonation (this means you must see them in person).
2. Check the date of birth listed corresponds with the appearance of the applicant to detect impersonation and is consistent across all documents.
3. Satisfy yourself that the documents are genuine, have not been tampered with and belong to the holder.

4. If you are given two documents which have different names, ask them for a further document to explain the reason for this. The further document could, for example, be a marriage certificate or a divorce decree absolute, a deed poll or statutory declaration. Supporting documents should also be photocopied and a copy retained.
5. Once you have made the first check you need to make a photocopy of the page or the document that holds the photograph. Please use the template provided for this. On the photocopy you must write “I certify that this is a true copy of the original for...(insert applicant name) signed by (your name, Service Number, and signature)Date (The date you saw the document)”. Appendix H – Countersignature and Template refers.
6. You must then send the countersigned photocopy to HR. The easiest way to submit this document is to scan it to HR (see Sending Documents in Section 6 below). However other methods can be used.

2. Right to work (Will you be employing your applicant legally?)

It is now a legal requirement that all new employees to a company demonstrate that they have a valid entitlement to work in the UK. The documents that are acceptable for proving someone has the right to work in the UK are split into two lists:

¹**List A** documents show that the holder is **not subject to immigration control, or has no restrictions on their stay**, so they have an ongoing right to work in the UK. If you correctly carry out checks when List A documents are given to you, then you will have an excuse against payment of a fine for the duration of that person’s employment with you. Details of List A documents are set out on page 37 of this Appendix.

The acceptable documents for the right to work checks set out in List B provide a statutory excuse **for a limited period of time**. This list has been separated into Group 1 and Group 2 to clearly distinguish the frequency of repeat checks required depending on the document presented. List B – Group 1 contains the documents for which a repeat check is required when the employee’s permission to be in the UK and do the work in question expires. List B – Group 2 contains those documents for which a follow up check is required 6 months after verification. Details of List B documents are set out on page 40 on this Appendix.

Where a person presents a document which contains an expiry date, the follow-up check is required when their permission to be in the UK and do the work in question expires. When a Certificate of Application or an Application Registration Card is presented as evidence of the right to work or the employee has no acceptable documents because they have an outstanding application to the Home Office or appeal against an immigration decision, the follow-up check is required 6 months after the date of the initial verification. If, when you recheck an employee’s documents, they provide you with documents from List A, no further checks are necessary and you will keep your excuse for the remaining duration of the person’s employment with you.

If at the time of the checks, a person has an outstanding application with the Home Office or appeal to extend their leave in the UK, then you should contact HR who will confirm with the UKBA employer checking service that the person has, or continues to have, the right to work here. This confirmation is required should you wish to get, and then keep an excuse against payment of a civil penalty.

¹ All documents which contain an expiry date must now be current (except those showing that the holder is a British citizen, a citizen of the UK and Colonies having the right of abode, a national of an European Economic Area (EEA) country or Switzerland or their family members with permanent residence.

You should note that the requirement for a properly documented National Insurance number **will only provide an excuse when given to you in combination with one of the acceptable documents, as specified in Lists A and B. You should not accept a National Insurance number on its own in any format as this does not provide acceptable evidence of right to work in the UK.**

Please use the 'Initial Pre-Employment Checklist' at Appendix G to help you make sure that you have correctly carried out all the steps required of you in your duty to prevent illegal working and to get and then keep a statutory excuse.

UK/EEA countries² – Nationals from these countries are not subject to immigration control and can enter and work freely in the UK. Their family members are also able to work freely in the UK while their family member is residing here. **The relevant document checks must still be carried out.** Please note there are additional checks to be carried out for nationals of Bulgaria, Romania and Croatia and sections 3 and 4 of this guidance provides more information. The Home Office Guidance at <https://www.gov.uk/government/publications/right-to-work-checks-employers-guide> will also provide additional clarification.

How Do I Check Documents?

1. Check any photographs are consistent with the appearance of the applicant employee in order to detect impersonation (this means you must see them in person).
2. Check the date of birth listed corresponds with the appearance of the applicant to detect impersonation and is consistent across all documents.
3. Check that the expiry dates of any limited leave to enter or remain in the UK have not passed and that the document is valid i.e. not expired.
4. Check any UK government endorsements (Biometric Residence Permits, stamps, stickers, visas) to see if the person is able to do, or can continue to do, the type of work you are offering.
5. Satisfy yourself that the documents are genuine, have not been tampered with and belong to the holder.
6. If you are given two documents which have different names, ask them for a further document to explain the reason for this. The further document could, for example, be a marriage certificate or a divorce decree absolute, a deed poll or statutory declaration. Supporting documents should also be photocopied and a copy retained.
7. You must take a copy of the relevant page or pages of the document, in a format which cannot later be altered, for example, a photocopy or scan (where an electronic copy is made of a document, it must be made using a non-rewritable format, such as CD-R). In the case of a passport, the following parts must be photocopied or scanned:
 - the document's front cover and any page containing the holder's personal details. In particular, you should copy any page that provides details of nationality, their photograph, date of birth, signature, date of expiry or biometric details; and
 - any page containing UK Government endorsements showing that the holder has permission to be in the UK and has the right to carry out the work in question.

² EEA countries: Austria, Belgium, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Republic of Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, the Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the UK. Although Iceland, Liechtenstein and Norway are not members of the European Union (EU), their citizens have the same rights as EU citizens to enter, live in and work in the UK. Nationals of Switzerland may also work without restriction.

8. You must copy other documents in full; this includes both sides of a Biometric Residence Permit. Once you have made the first check you need to make a photocopy of the page or the document that holds the photograph. On the photocopy you must write “I certify that this is a true copy of the original for...(insert applicant name) signed by (your name, Service Number, and signature)Date (The date you saw the document)”. You can use the template in Appendix H.
9. Where a person presents a document which contains an expiry date, a follow-up check is required when their permission to be in the UK and do the work in question expires. **N.B** When a Certificate of Application or an Application Registration Card is presented as evidence of the right to work or the employee has no acceptable documents because they have an outstanding application to the Home Office or appeal against an immigration decision, the follow-up check is required 6 months after the date of the initial verification.
10. If you have carried out repeat checks and found that the employee is no longer allowed to work in the UK or to carry out the work in question, then you will no longer have an excuse against payment of a civil penalty. If you continue to employ a person who no longer has the right to work for you then you will be committing the criminal offence of knowingly employing an illegal worker.
11. You must then send the countersigned photocopy to HR. The easiest way to submit this document is to scan it to HR (see Sending Documents in Section 6 below). However other methods can be used.

3. Additional checks for Bulgarian and Romanian Nationals

The restrictions on Bulgarian and Romanian workers ended on 31 December 2013, so for workers employed on or after 1 January 2014 restrictions will not apply.

4. Additional checks for Croatian Nationals

Croatia is a country in the European Economic Area (EEA), therefore Croatian nationals do not need UKBA permission under the Immigration Rules to enter or remain in the UK. **However, if Croatian nationals want to work in the UK** they will need to apply for a work authorisation document (usually a purple registration certificate) unless they are exempt from this requirement (see below).

Employers may also have to apply for a certificate of sponsorship reference number. This will then enable Croatian nationals to apply for a purple registration certificate which will act as permission to work in the UK.

For information on how to apply for a purple registration certificate, see the [applying section](#).

Work authorisation

- Croatian nationals will need to apply for a purple registration certificate, which provides authorisation to work in the UK, unless:
- Croatian nationals are exempt (see below); or

- Croatian nationals were given permission to enter or remain in the UK before 1 July 2013, and their passport has been endorsed with a condition restricting your employment to a particular employer or category of employment. If this permission to enter or remain expires before they qualify to be exempt from work authorisation requirements, or they wish to engage in employment other than the job for which the leave was granted, they will need to obtain a purple registration certificate.

For most categories of employment Croatian nationals will need a certificate of sponsorship reference number from their employer before they apply for a purple registration certificate.

However, in certain employment categories Croatian nationals will only have to apply for a purple registration certificate. These categories are:

- postgraduate doctors and dentists
- domestic servants in a private household
- sole representatives of an overseas business

Exemptions from the worker authorisation requirement

If Croatian nationals want to work in the UK and are exempt from work authorisation, they can apply for a blue registration certificate, which will confirm their unrestricted access to the UK labour market.

If Croatian nationals are exempt from work authorisation because they are 'highly skilled' (see below), they must apply for a blue registration certificate.

If Croatian nationals are exempt for any other reason listed below they do not need to apply for a blue registration certificate but can do so if they wish.

For more information on how to do this see the [applying section](#).

Croatian nationals do not need authorisation to work in the UK if:

- on 30 June 2013 they have leave to enter under the Immigration Act 1971 and that leave does not place any restrictions on taking employment in the UK
- they have been working with permission in the UK on 30 June 2013 and have done so for a continuous period of 12 months ending on that date
- they have been working with permission in the UK for a continuous period of 12 months ending after 30 June 2013
- they have acquired a right of permanent residence under regulation 15 of the EEA regulations.
- they are also a national of the UK or another EEA Member State other than Croatia or, until the end of December 2013, Bulgaria and Romania
- they are the spouse, civil partner or unmarried partner of a UK national or a person settled in the UK.
- they are the spouse, civil partner, unmarried partner or child under 18 of a person who has leave to enter or remain in the UK under the 1971 Act that allows a person to work in the UK.

- they are the family member of an EEA national with a right to reside (family member here is defined in regulation 7 of the EEA Regulations). The only exception to this general rule is where the EEA national with a right to reside is also an accession State national subject to worker authorisation, then the exemption only applies to close family members, (instead of all family members listed in regulation 7 of the EEA Regulations). The close family members are the:
 - spouse or civil partner of the EEA national;
 - unmarried or same sex partner of the EEA national;
 - the direct descendant of the EEA national, his spouse or civil partner who is-
 - (i) under 21; or
 - (ii) dependant of the EEA national, his spouse or civil partner.
- they are a highly skilled person and hold a registration certificate confirming that they have unrestricted access to the labour market.
- they are a posted worker.
- they are a member of a diplomatic mission or are in another specified category exempt from the 1971 Act.
- hold a yellow registration certificate confirming that you are exercising a Treaty right as a student and that you shall not work for more than 20 hours per week, except where following a course of vocational training and is working a part of that training or is working during vacation periods; or
- have leave to enter or remain under the 1971 Act as a student and are working in accordance with any conditions attached to that leave. This will apply in circumstances where you had leave as a student before 1 July 2013, they continue to meet the criteria as a student and this leave is still valid.

5. Driving Licence check and other qualifications

- If a driving licence is required as part of the applicant's role a copy of both parts of the applicant's driving licence (photo card and paper form) must be countersigned and returned as confirmation of the driving licence check.
- In addition if you are hiring an applicant based on their professional qualifications (e.g. degree or accountancy etc.) then you will also need to take a copy of this documentation and countersign this too.

6. Sending Documents

- In order to complete your applicant's Initial Pre-Employment Checks you must send the documentation to HR using one of the following methods:
- Email – recruitment@lfrs.org
- If you wish to send these documents by post, they should be addressed to:

HR Confidential
Leicestershire Fire and Rescue Service
12 Geoff Monk Way
Birstall
Leicester
LE4 3BU

7. Help and Additional Support

- If you have any questions about providing the countersigned documentation required for Initial Pre-Employment Checks please contact HR as soon as possible.

LIST A - DOCUMENTS WHICH SHOW AN ONGOING RIGHT TO WORK

Any of the documents, or specified combination of documents, described in List A show that the holder has an ongoing right to work in the UK. They will provide you with an excuse against payment of a civil penalty for the duration of that person's employment with you if you correctly follow the 3 step process set out in the section on 'Right to work document checks'.

Validity of passports

You should, where possible, check current passports which have not expired. However, if a person does not have one then you can accept evidence of their right to remain and work in the UK in an expired passport. It is crucial that you check that the stamp or endorsement in the document continues to allow the person to work by virtue of their status (i.e. their stay is indefinite) or the date of the end of their permitted stay has not expired.

If you have to rely solely on an expired passport or travel document to show you that a person has the right to remain and work in the UK, then you must take particular care when examining photographs and comparing these with the current appearance of the person presenting them. Also, you should note the date of birth on the expired document and satisfy yourself that this is consistent with the current appearance of the holder.

You should note however that there are two instances when this does not apply. A Certificate of Entitlement to the Right of Abode must be endorsed in a valid passport and a Biometric Residence Permit must not have expired to be considered acceptable as evidence of right to work.

1. A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.

A person with the right of abode in the UK has the right to live and work here without restriction.

You should note that a passport describing the holder as a British Dependent Territories Citizen which states that the holder has a connection with Gibraltar is not acceptable as evidence of a person's right to work as they do not confirm that the holder is a British citizen.

A passport stating that the holder is a 'citizen of the United Kingdom and Colonies' will only be acceptable if it includes the words: 'holder has the right of abode in the United Kingdom.'

Certain Commonwealth citizens and citizens who also hold dual UK nationality have the right of abode in the UK and do not have any immigration restrictions placed on the work they can do here.

The Certificate of Entitlement to the Right of Abode must be in a valid passport.

The Immigration (Certificate of Entitlement to the Right of Abode in the UK) Regulations 2006 were introduced to prevent fraudulent use of Right of Abode certificates; section 8 of the regulations provides that “a certificate of entitlement shall cease to have effect on the expiry of the passport or travel document to which it is affixed.”

2. A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.

The majority of nationals from European Economic Area (EEA) countries and Switzerland are free to live and work in the UK. However, special controls on access to the UK labour market apply to Croatian nationals (from 1 July 2013).

3. A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.

For nationals from EEA countries, this document consists of a blue permit carrying a photograph and personal details of the holder. Nationals from EEA countries can obtain a residence permit from the Home Office. Swiss nationals receive a similar document in the form of a pink residence permit.

4. A Permanent Residence Card issued by the Home Office, to the family member of a national of a European Economic Area country or Switzerland.

When nationals from EEA countries and Switzerland reside in the UK, their immediate family members from outside the EEA or Switzerland may gain the same rights to enter or remain here and work here freely. However, the EEA national in question must be lawfully residing in the UK for their family member to have and maintain these rights.

5. A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the person named is allowed to stay indefinitely in the United Kingdom, or has no time limit on their stay in the United Kingdom.

You must not accept an expired Biometric Residence Permit as evidence of right to work. These documents have a maximum validity of 10 years for over 16 year olds, and 5 years for under 16's.

6. A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom, or has no time limit on their stay in the United Kingdom.

Document combinations

These documents will only give you an excuse against payment of a civil penalty if they are given to you in the combinations specified.

FIRST COMBINATION

An official document issued by a previous employer or Government agency, e.g. HM Revenue and Customs (formerly the Inland Revenue), the Department for Work and Pensions, Jobcentre Plus, the Training and Employment Agency (Northern Ireland) or the Northern Ireland Social Security Agency, which contains the National Insurance number and name of the person.

A P45, P60, National Insurance number card, or a letter from a Government agency are acceptable to demonstrate a person's National Insurance number in order to have this part of your excuse. You should note that from July 2011 HM Revenue & Customs stopped issuing National Insurance number cards to adults (mainly foreign nationals), this has been replaced with a letter that will be issued by the Department for Work and Pensions.

From October 2011 HM Revenue & Customs stopped issuing National Insurance number cards to Juveniles (young people) and now issue a letter.

However, there will still be National Insurance cards in circulation for those individuals who received cards prior to July/ October 2011.

Along with checking and copying a document giving the person's National Insurance number and name, you must also check and copy ONE of the following documents listed in sections 7 – 10.

You should note that the requirement for a properly documented National Insurance number **will only provide an excuse** when given to you in combination with one of the acceptable documents, as specified in Lists A and B.

You should not accept a National Insurance number on its own in any format as this does not provide acceptable evidence of right to work in the UK.

7. A current Immigration Status Document (ISD) issued by the Home Office, to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or previous employer.

A valid ISD contains a United Kingdom Residence Permit endorsement. The ISD also has a section providing further details of the holder's status and personal details. You should copy all of the separate parts of the ISD.

You should note that Immigration Status Documents have been replaced by Biometric Residence Permits since 2012 and they will be issued within the UK to anyone from outside the EEA granted leave for more than six months. There will however still be Immigration Status Documents in circulation.

OR

8. A full birth or adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's parents or adoptive parents, 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.

You must only accept the original of a full UK birth or adoption certificate, which must include the names of the holder and at least one of their parents.

In some cases, a full birth certificate will only provide details of one of the holder's parents, and this will also be acceptable as part of your excuse. Short birth certificates which do not have details of either of the holder's parents **will not** give you this part of your excuse.

OR

9. 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 previous employer.

Nationals from the Channel Islands, the Isle of Man and Ireland (also known as the Common Travel Area) have no immigration restrictions placed on the type of employment they can take in the UK. You can check their birth certificates to form part of your excuse.

OR

10. 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.

You should check that the A4 certificates describe the holder as a British citizen as indicated below.

LIST B – Group 1 – DOCUMENTS WHERE A TIME-LIMITED STATUTORY EXCUSE LASTS UNTIL THE EXPIRY DATE OF LEAVE.

Any of the documents, or specified combination of documents, in List B (Group 1) below show that a person is allowed to work in the UK for a limited period of time. They will provide you with an excuse until the expiry date of the date of leave, if you correctly follow the **3 step process** as set out in the section 'Right to work document checks' in section 2 of the guidance notes above. Repeat checks are necessary when the document expires if you are to retain your excuse against a penalty.

If the person you are looking to employ or your existing employee presents a document or specified combination of documents from List B, there is no need to ask for any documents contained in List A. If however, the person gives you with a document or documents from List A when you are carrying out a repeat check then no further checks are necessary and you will keep your excuse for the remaining duration of the person's employment.

Validity of passports

You should, where possible, check current passports or travel documents which have not expired. However, if a person does not have one then you can accept evidence of their right to remain and work in the UK in an expired passport or travel document. It is crucial that you check that the stamp or endorsement in the document continues to allow the person to work by virtue of status (i.e. their stay is indefinite) or the date of the end of their permitted stay has not expired. If you have to rely solely on an expired passport or travel document to show you that a person has the right to remain and work in the UK, then you must take particular care when examining photographs and comparing these with the current appearance of the person presenting them. Also, you should note the date of birth on the expired document and satisfy yourself that this is consistent with the current appearance of the holder.

You should note however that a Biometric Residence Permit must not have expired to be considered acceptable as evidence of right to work.

1. A current passport endorsed to show that the holder is allowed to stay in the United Kingdom and is currently allowed to do the type of work in question.

Those nationals from outside the European Economic Area (the EEA) who are subject to immigration control and who have been given current leave to work here will be able to prove this by producing a UK Government stamp or endorsement in their national passport or travel document. When the Home Office grant a person limited leave to enter or remain restrictions may be placed on the type of work a person can do here, and, or the hours they can work for, depending to their immigration status.

2. A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the person named in it can currently stay in the United Kingdom and is allowed to do the work in question.

The Biometric Residence Permit (BRP) is a residence permit which holds a migrant's biographic details (name, date and place of birth) and biometric information (facial image and fingerprints), and shows their immigration status and entitlements while they remain in the UK.

BRPs issued to those with Limited Leave to Remain clearly show whether there are any work conditions or restrictions.

3. A current residence card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office, to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence
4. 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.

The document contains a UK Residence Permit endorsement which clearly states what permission to remain in the UK the holder has, whether the individual is free to work in the UK and whether their right to work is subject to any conditions, Immigration Status Documents have been replaced by BRPs since 2012 and are issued within the UK to anyone from outside the EEA granted leave for more than six months. There will still be Immigration Status Documents in circulation.

LIST B, Group 2 – Documents where time-limited statutory excuse lasts for 6 months

Document combinations

These documents will only give you an excuse against payment of a civil penalty if they are given to you in the combinations specified.

FIRST COMBINATION

- 5. A Certificate of Application which is less than 6 months old issued by the Home Office, to or for a family member of a national of a European Economic Area country or Switzerland stating that the holder is allowed to take employment together with a positive verification letter from the Home Office's Employer Checking Service.**

Family members of nationals from EEA countries and Switzerland may apply for residence documents, such as a residence card, which show right to work in the UK. Under European law, many are also allowed to work whilst these applications are under consideration and before residence documents have been issued by the Home Office.. The Home Office will provide such applicants with an initial letter of acknowledgment.

A Certificate of Application will only give you an excuse against payment of a civil penalty if less than 6 months old and you carry out a check with our Employer Checking Service and receive positive confirmation of the person's right to work in response.

OR

- 6. An Application Registration Card (ARC) issued by the Home Office, stating that the holder is permitted to take employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service**

Since May 2004, you have only been able to confirm that an asylum seeker has permission to work by checking a Home Office issued Application Registration Card. If the holder is allowed to work the card will clearly state:

- Allowed to Work
- Employment Permitted
- Work Restricted – SOL (which stands for Shortage Occupation List)
- Work Restricted – Student
- Work Restricted – Other

An ARC will only give you an excuse against payment of a civil penalty if you carry out a check with our Employer Checking Service and receive positive confirmation of the person's right to work in response. If you are given an ARC which states:

- Employment Prohibited
- Forbidden From Taking Employment

on either side, as shown in the section on 'UK Government immigration stamps and endorsements', then you may be required to pay a civil penalty, or you may commit the criminal offence of knowingly employing an illegal migrant worker, unless the person can otherwise show that they are allowed to work in the UK.

You should not accept a Standard Acknowledgement Letter (SAL) or Immigration Service Letter (IS96W) as evidence that an asylum seeker is allowed to work. If an asylum seeker presents these documents to you, you should refer them to us on 0151 213 2174 for further advice on how they can obtain an ARC.

You should be aware that some asylum seekers or failed asylum seekers may have restrictions on the type of work they can carry out and, or the amount of hours they can work. If an asylum seeker gives you an ARC stating that work is restricted then you should make sure that you do not employ them in breach of these restrictions as you may be liable to payment of a civil penalty.

7. **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.**

To send a verification request to the Employer Checking Service you should use the form available from this link: <https://www.gov.uk/government/publications/employer-checking-service-form-check-employees-right-to-work>.

SECOND COMBINATION

A document issued by a previous employer or Government agency, e.g. HM Revenue and Customs (formerly Inland Revenue), the Department for Work and Pensions, Jobcentre Plus, the Training and Employment Agency (Northern Ireland) or the Northern Ireland Social Security Agency, which contains the National Insurance number and name of the holder.

A P45, P60, National Insurance number card, or a letter from a Government agency is acceptable evidence of a person's National Insurance number. You should note that from July 2011 HM Revenue & Customs stopped issuing National Insurance number cards to adults (mainly foreign nationals), this has been replaced with a letter that will be issued by the Department for Work and Pensions.

From October 2011 HM Revenue & Customs stopped issuing National Insurance number cards to Juveniles (young people) and now issue a letter.

However, there will still be National Insurance cards in circulation for those individuals who received cards prior to July/ October 2011.

You should note that the requirement for a properly documented National Insurance number will only provide an excuse when given to you in combination with one of the acceptable documents, as specified in Lists A and B.

**WARNING – If you are viewing a printed copy of this document it may not be current.
Refer to SharePoint for the latest version.**

You should not accept a National Insurance number on its own in any format as this does not provide acceptable evidence of right to work in the UK.

APPENDIX G
INITIAL PRE-EMPLOYMENT CHECKS

Initial Pre-Employment Checks - Hiring Manager Checklist

As part of the interview process you will need to check that the applicant is “who they say they are”, that they have the legal entitlement to work in the UK and that they have a valid driving licence if they will be driving as part of their job.

For each document you will need to show that you have checked the original by photocopying the document and then writing on each document “***I certify that this is a true copy of the original for...(insert applicant name) signed by (your name, Service Number, and signature)Date (The date you saw the document)***”

When you arrange the interview with your short listed applicants you need to remind them to bring these documents to the interview.

LFRS can only employ people that have satisfied the above checks and a **contract of employment will NOT be issued** until the above documentation has been received by HR which means that the applicant will not be able to start working for LFRS.

1. Proof of identity (Is your applicant who they say they are?)

Photo ID - **One** of the following required

- | | |
|-----------------------------------|-----|
| • Valid (not expired) Passport | Yes |
| <input type="checkbox"/> | |
| • DVLA Photo card Driving Licence | Yes |
| <input type="checkbox"/> | |

2. Right to Work (Is your applicant legally allowed to work in the UK?)

For most of our potential employees they should be able to provide the following documents to show that they can legally work in the UK.

One of the following required:

- Valid (not expired) UK passport
Yes
- Valid (not expired) EEA Passport³
Yes
- A full Birth Certificate issued in the UK⁴ **and** permanent National insurance number⁵
(P45, P60, NI card) Yes

OR

If the applicant is not able to provide this, please refer to Appendix B in the [Guidance Notes](#)

³ EEA Nationals who can work without restriction: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and Switzerland

⁴ A full birth certificate contains the name of at least one of the holder’s parents.

⁵ Permanent National Insurance numbers are ones that do not begin with TH or end in letters E to Z.

[Pre Employment Checks](#)

3. Required under certain circumstances

For applicants who need to drive as part of their role

- DVLA Paper licence (and Photo card for the new style licences)

Yes

For applicants who have been hired for their professional qualifications

- Degree certificates, Educational / Professional qualifications
Yes

What do I do next?

Once you have decided who you will make an offer to, you need to send the countersigned copies of the required documents for your selected applicant to HR.

Sending Documents

The quickest way to get these documents to HR is to either scan the documents and e-mail these to the address below or fax the copies to HR.

- **Email – recruitment@lfrs.org**

If you wish to send these documents by post, they should be addressed to:
HR Confidential
Leicestershire Fire and Rescue Service
12 Geoff Monk Way
Birstall
Leicester
LE4 3BU

Help and Additional Support

Further information on how to complete these checks can be found in the [Guidance Notes Pre Employment Checks](#).

The following documentation is included in [Employing Foreign Nationals](#) in the HR SharePoint site.

- Counter signature Instructions and Template (This will show you what the countersigned document should look like)
- Guidance on Pre-employment checks

If you have any questions about providing the countersigned documentation required for these initial pre-employment checks please contact HR as soon as possible.

Have you collected and <u>countersigned</u> all required documents?
--

Check Countersigning Instructions and Template on how to correctly countersign documents.

**APPENDIX H
COUNTERSIGNATURE
INSTRUCTIONS AND TEMPLATE**

The enclosed template is designed to help you in your responsibility to submit countersigned copies of the original documents required to complete the initial checks for your new hire.

When submitting countersigned copies of original documents, you MUST see the original document

Please refer to the Appendix F above for more information on the documents required.

How to use the Template

Step 1

Complete your own and the applicant's details at the bottom of the template.

Step 2

Place the original document (for example the photo page of the applicant's passport) face up, onto the blank box in the middle of the template.

Step 3

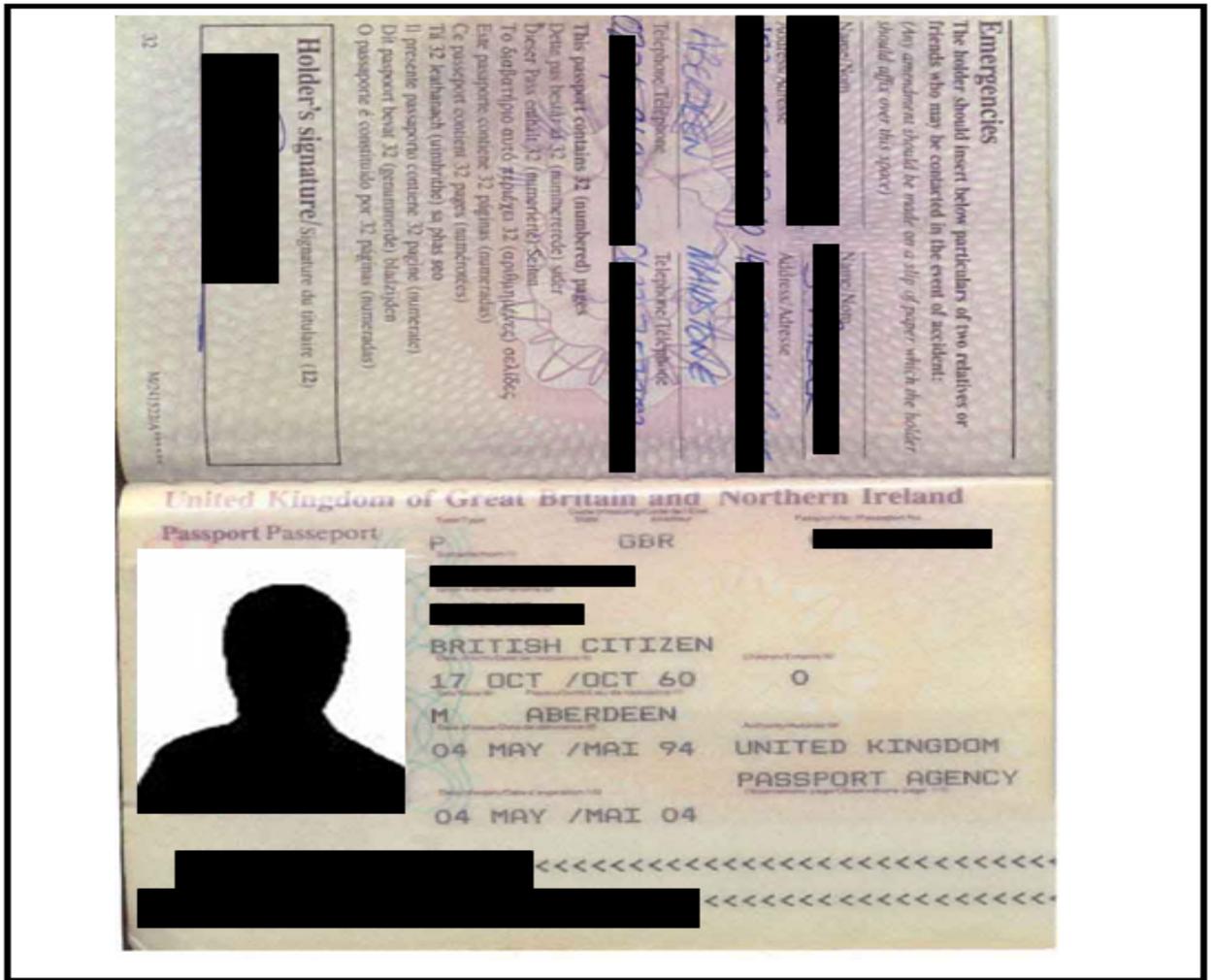
Turn both the template and document face-down on a photocopier and make a copy.

Step 4

You must repeat this process for every document you are required to countersign.

1. Government issued Proof of Eligibility to Work in the UK and
2. Government issued photographic Proof of Identity.

**WARNING – If you are viewing a printed copy of this document it may not be current.
Refer to SharePoint for the latest version.**



I certify that this is a true copy of the original for:

APPLICANT NAME.....
APPLICANT Service no (if available).....
HR/ MANAGER SIGNATURE
HR/MANAGER Service no
DATE.....

**WARNING – If you are viewing a printed copy of this document it may not be current.
Refer to SharePoint for the latest version.**

If you cannot use the Template

If a document will not fit on the template please write the following on all the copies:

I certify that this is a true copy of the original for:

APPLICANT NAME.....
APPLICANT service no (if available).....
HR/ MANAGER SIGNATURE.....
HR/MANAGER service no.....
DATE.....

**PLEASE NOTE - IF DOCUMENTS ARE SUBMITTED INCORRECTLY OR WITH
INCORRECT OR INCOMPLETE COUNTERSIGNATURE WORDING YOU WILL BE ASKED TO
COMPLETE THEM AGAIN.**

Place original document face up here
(You must be able to see the page to be copied and your signature below at the same time on the photocopy)

I certify that this is a true copy of the original document for

APPLICANT NAME _____ SERVICE no, (if available) _____

HR/ MANAGER NAME _____ SERVICE no _____

HR/ MANAGER SIGNATURE _____ DATE _____