



Candidate Guidance **Pre-employment Checks**

October 2025

Appointment Forms

Personal Details Form (HR04)

The completion of this form allows us to set up your personnel file, assign you to your appointed post on our Human Resources system and make sure you are set up to be paid during your employment.

You are required to complete this document and return it to us.

HMRC New Starter Checklist

This is to provide us with information regarding your sources of income, applicable student loan(s) and tax code so the right tax code can be applied for when you commence employment with us.

You are required to complete this document and return it to us. Failure to complete this may result in incorrect taxation, requiring you to contact HMRC to resolve the matter.

Pension Form (Member Opt-in to LGPS)

Subject to meeting the relevant eligibility criteria, you will be enrolled in the Local Government Pension Scheme (LGPS).

This form is to give you the opportunity to enroll in our pension scheme and consider if you would like to transfer previous pension to your new Local Government Pension Scheme, where eligible. If your previous pension account(s) are eligible for the transfer, you have 12 months to transfer these into the LGPS. Typically, you will not have the opportunity to transfer after this period.

You are required to complete this document and return it to us.

Please note, the Pension Service will not acknowledge receipt of forms; however, once you have commenced employment your pension record will be set up and you will then be able to access your own Pension Scheme membership record securely from the [LPPA website](#). This can take up to 6 weeks.

Once set up, you can register for an online account with LPPA to view and manage your pension. If you have any problems with registering, please [contact the LPPA](#) (Local Pensions Partnership Administration).

Pre-employment Checks

References

All external appointments are subject to satisfactory references being obtained from the referees you supplied on your application form. We require at least two references, covering the past 3 years. This should consist of at least one employment reference from your most recent employer where possible.

As part of our pre-employment checks we will contact the referees you indicated from your application. We will provide them with our standard reference form to complete.

We have found that references are typically returned much faster when candidates inform their referees to expect a reference request. **Therefore, we would greatly appreciate it if you could notify your referees in advance.**

Right to Work in the UK

We are required to check all employees are eligible to work within the UK.

There are 2 ways you can do this- **in person or online**. The preferred route is that this is done online via digital verification through our online platform Yoti.

If Right to Work evidence was not obtained during the interview process, **you will receive an email** from our online employment check portal with instructions on how to complete your online Right to Work Check.

The Yoti App, allows you to digitally verify your identity, by securely uploading your ID documents and a live selfie. You will be asked to follow the on-screen instructions to complete the verification.

For more detailed guidance, you can refer to the official Yoti website.

Below are examples of what you may be asked to provide:

- British or Irish Passport/Passport Card;
- Birth or Adoption certificate;
- Endorsed Passport;
- Birth or Adoption certificate, together with an official document giving your permanent National Insurance number and name, issued by a government agency or a previous employer;
- Certificate of naturalisation or registration as a British Citizen, together with an official document giving your permanent National Insurance number and name, issued by a government agency or a previous employer;
- A valid visa or residence permit if you are a non-UK/Irish citizen

- Biometric Residence Permit
- Share Code (for those with biometric residence permits, settled or pre-settled status, or other types of immigration status).

If you are unable to prove your Right to Work in the UK using the online platform, we need to do this in person. Please let your recruiting manager know and they will arrange to meet you to conduct your check. Copies of any documentation needed will be taken at this time.

Occupational Health Medical Questionnaire

To help us understand what impacts the role may have on you and whether or not any reasonable adjustments may be needed to help you safely undertake your role, you are required to complete our pre-employment health medical questionnaire assessment.

You can complete your health assessment by following the Occupational Health Medical Questionnaire link on your conditional offer letter to access the instruction sheet to guide you through the process. You can complete the online questionnaire from there.

If required, your recruiting manager can arrange for you to use the Cumberland Council internet or telephone facilities to complete the assessment.

Satisfactory Unspent Criminal Record

If your role does not require a DBS Check, your appointment is subject to a satisfactory unspent criminal record.

If you have indicated through the recruitment process that you have any relevant criminal convictions or offences that are unspent, we may require more information in order to undertake a risk assessment as part of your pre-employment checks. If this applies to you, we will contact you separately to start this process.

If you do have an unspent criminal record, please be aware that we recognise that for ex-offenders, obtaining employment can be an essential part of successful rehabilitation. We actively promote equality of opportunity for all with the right mix of talent, skills and potential, and welcome applications from a wide range of candidates for interview based on skills, competencies, qualifications, and experience.

DBS Check

If the role you're being appointed to is subject to a satisfactory DBS certificate, this will be outlined within your conditional offer of employment.

There are 5 types of check that may be relevant:

- Basic DBS Check
- Standard DBS Check
- Enhanced DBS Check
- Enhanced DBS Check with a childrens' barred list check
- Enhanced DBS Check with an adults barred list check.

Your conditional offer letter will also confirm if your role requires a DBS Check. It will contain information about how to progress your DBS Check application.

If your post requires a DBS Check, you must undergo the check before we can confirm a start date for your employment with us.

It is a criminal offence for anyone barred from working in regulated activity to apply to do so.

You will be sent an email with instructions on how to complete your DBS check online. Through this process, you will also be asked to verify your identification via our certified digital identity provider, YOTI.

The Disclosure & Barring Service (DBS) cannot access overseas criminal records. As such, a record of good conduct from a resident country is required where a candidate has spent time living overseas, for 12 months or more (whether continuous or in total), in the 10 years before your application, while aged 18 or over.

If you have lived overseas for 12 months or more (continuous or in total) in the 10 years before your application while aged 18 or over, please follow the home office guidance on obtaining such a check and arrange for this to be provided to your recruiting manager. Guidance can be found here: [Criminal records checks for overseas applicants - GOV.UK](#)

We recognise that on occasion, it is not possible to obtain this information from the resident country. If for any reason, the above check cannot be obtained, please contact your Recruiting Manager who will seek further advice.

Essential Qualifications

If there are essential qualifications needed to practice within the role you're being appointed to, these will be outlined within your conditional offer of employment. You will need to provide appropriate evidence of holding the essential qualifications for the role, usually in the form of official educational institute certificates.

We normally check essential qualifications at interview where interviews are held in person. If your interview was conducted online or your essential qualifications check wasn't conducted, your recruiting manager will arrange to meet you to conduct your check. Copies of any documentation needed will be taken at this time.

Professional Registrations

If the role you're being appointed to requires a satisfactory professional registration in order to practice, this will be outlined within your conditional offer of employment.

Please provide any relevant registration details to your recruiting manager in order for them to verify your registration and ensure there are no outstanding or pending restrictions relating to your registration status.

Valid & Relevant Driving Licence

If the role you're being appointed to requires a driving license, this will be outlined within your conditional offer of employment.

If this applies, you will need to provide a copy of a valid and relevant in-date driving license. Unless otherwise stated during the recruitment process, any category of vehicles your license covers should satisfactorily reflect the type(s) of vehicles you will be required to drive in this role.

We normally check driving licence validity at interview where interviews are held in person. If your interview was conducted online or your essential qualifications check wasn't conducted, your recruiting manager will arrange to meet you to conduct your check. Copies of any documentation needed will be taken at this time.

Satisfactory evidence of good conduct- Fit and Proper Persons Check

If the role you are being appointed to involves working in regulated activity within Health and Social Care, the Fit and Proper Person check under Schedule 3 of the Health and Social Care Act 2008 will apply. This check ensures that individuals in certain roles meet the required standards of conduct and suitability.

In addition to the normal checks obtained, candidates must also provide Satisfactory evidence of conduct in previous employment concerned with the provision of services relating to-

- (a) health or social care, and/or
- (b) children or vulnerable adults.

For example, this evidence could include a reference from a previous employer, an appraisal document, or similar documents demonstrating your conduct.

If this applies to you, please provide any relevant information you hold to your recruiting manager.

The above information can sometimes prove difficult to obtain, for example if the work was undertaken some time ago, or the company no longer exists. If this is the case, please let your recruiting manager know so a risk assessment can be undertaken.