



## Pre-Employment Screening Guidance for Applicants

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### Introduction

Pre-Employment Screening is a series of checks we carry out to help us make informed decisions about the suitability of individuals to work for or carry out work within the Ministry of Justice (MoJ) and its associated agencies, including National Offender Management Service (NOMS) and Her Majesty's Courts and Tribunal Service (HMCTS).

These checks ensure we comply with current legislation (e.g. Right to Work in the UK) and are essential to assure the integrity of our organisation and the safety of staff and individuals in our care.

All individuals entering or changing employment with the Ministry of Justice will undergo some degree of Pre-Employment screening. This will vary in relation to previous employment and will be as detailed as required for the role being applied for.

### 1. Level of Checks

The level of checks we will carry out is determined by assessment of a number of factors, including; the type of access you will have to our business units, who you will have contact with and information you will have access to.

#### Baseline

Minimum level clearance for all individuals entering employment with the Civil Service. As part of this clearance we will request and assess:

- Your ID, Address History, Eligibility and confirmation of Right to Work in the UK
- Criminal Convictions History
- Employment History and References
- Professional Registration / Qualifications checks where applicable to the role
- Countersignatory references where applicable
- Online health assessment where applicable

#### National Security Clearance

When being considered for a post where you will have access to highly sensitive information, assets or locations then one of three levels of check will be carried out in addition to Baseline:

- Counter Terrorist Check (**CTC**): is carried out if an individual is working in proximity to public figures, or requires unescorted access to certain premises assessed to be at particular risk from terrorist attack or influence.
- Security Check (**SC**): determines that a person's character and personal circumstances are such that they can be trusted to work in a position which may involve access to 'Secret' information.
- Developed Vetting (**DV**): appropriate when an individual has long term, frequent and uncontrolled access to 'Top Secret' information.

#### Disclosure and Barring Service

When being considered for posts working with vulnerable groups, including children you will be subject to checks of:

- Convictions, Cautions, Reprimands and Warnings held in England and Wales on the Police National Computer, the most relevant convictions in Scotland and Northern Ireland may also be included.
- May include check of the new barred lists if requested and any locally held police force information considered relevant to the job role, by Chief Police Officer(s)

## 2. Pre-Employment Process

1. If you are not a current MoJ employee you need to bring to your interview the **original** supporting documentation required to validate your Right to Work, ID and Current Address. These will be verified at interview and they can be used to initiate your Security Clearance Checks. All your supporting documentation will be returned to you. See Sections 3 and 4 for lists of ID/RTW and Address documents.
2. If successful at interview you will be asked via the eRecruitment system whether you want to provisionally accept the position. If you express a desire to continue in the process then you will be requested to complete an on-line Security Clearance questionnaire, in which you will be required to upload your Right to Work and ID documents that you brought to interview.
3. If not a current Civil Servant you may be required to complete a Pre-Employment Medical questionnaire via our service provider (OH Assist). If required you will be registered to the OH Assist online portal and will receive logon details from them in the post.
4. For roles where a security clearance level higher than Baseline is required you may have to complete an additional application form. You will be notified if this is applicable when your screening checks commence.
5. You must provide full and accurate information as any omissions will delay your application being processed. Please note that giving misleading information or omitting / concealing information during the clearance process is viewed very seriously and would be seen as evidence of untrustworthiness. In such circumstances your vetting clearance may be refused, even if the information you failed to provide would not have been a cause for concern. In addition, clearance could be removed at a later date if misleading information or omissions subsequently comes to light.
6. We will ensure that all information collected during the process is accurate, treated in the strictest confidence and retained / destroyed (as applicable) in an appropriate fashion.
7. Some roles in the Ministry of Justice are exempt from the Rehabilitation of Offenders Act 1974; you must declare any previous or pending prosecutions or convictions, including those considered “spent” under this Act. You are also required to declare any cautions or bind-overs (parking offences and congestion charge fines are not required). A criminal record does not necessarily mean you will fail vetting; each case is considered on an individual basis and all relevant convictions are taken into account. If you are uncertain about whether the incident is relevant, please declare it, rather than leaving it out.

*(Additional information for medical professionals: Registration with the General Medical Council or General Dental Council imposes on doctors and dentists the duty to provide a good standard of medical care for, and behave appropriately, towards patients. MoJ also has a duty to ensure patients receive a good standard of medical care and to ensure, as far as possible, the safety of patients. MoJ therefore needs to establish if you have ever been found guilty of a criminal offence, been bound over or cautioned or are currently the subject of proceedings which might lead to a conviction, an order binding you over or a caution, in the UK or any other country.*

*Failure to disclose a criminal offence, having been bound over or cautioned or that you are currently the subject of criminal proceedings which might lead to a conviction, an order binding you over or a caution, or fitness to practice proceedings undertaken or being undertaken by an appropriate licensing or regulatory body, will disqualify you from appointment, and result in referral to the General Medical Council/ General Dental Council for consideration if such a discrepancy came to light.)*

8. The information you provide is carefully considered by our experienced Decision Makers who are trained to deal with any issues arising during the process. Each case is treated individually and great care is taken in coming to each decision.
9. Individuals undergoing Pre-Employment Screening are treated impartially and consistently irrespective of any disability they may have, or of their gender, marital status, age, ethnicity, religious affiliation or sexual orientation.

NB. Applicants covered by the Gender Recognition Act may contact Shared Services directly for advice on how to submit their paperwork.

### 3. Proof of Right to Work Documentation

To work in the Civil Service you have to evidence you have valid and current right to work in the UK and Eligibility to be a Civil Servant. As such you will need to present a document from the list below at interview. Documents highlighted in Green and Yellow will also satisfy some of the requirements for ID validation articulated later.

Documents Evidencing Right to Work in the UK
A passport showing the holder is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
A passport or national identity card showing 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.
A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
A <b>full</b> birth or adoption certificate issued in the UK which includes the name of at least one of the holder's parents or adoptive parents, <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
A <b>birth or adoption certificate</b> issued in the Channel Islands, the Isle of Man or Ireland, <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
A <b>Registration Certificate</b> or <b>Document Certifying Permanent Residence</b> issued by the Home Office to a national of a European Economic Area country or Switzerland.
A <b>Permanent Residence Card</b> issued by the Home Office to the family member of a national a European Economic Area country or Switzerland.
A <b>current</b> Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
A certificate of registration or naturalisation as a British citizen, <b>together with</b> an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
A <b>current</b> passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.

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

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.

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.

A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice from the Home Office Employer Checking Service.

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

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

#### 4. Proof of ID and Address Documentation

You need to provide supporting documentation to confirm your address and identity. You have two routes to follow depending on the documentation available to you. Please use the following options:

Option 1	Option 2
1 document from Group 1 (refer to list of Valid Identity Documents); <b>and</b> 2 further documents from Group 1, 2a or 2b;	1 document from group 2a; <b>and</b> 2 further documents from group 2a or 2b.
<b>NOTE:</b> All documents must be in your current name One of the documents must verify your current address One must include a photograph One must include your date of birth If necessary, an external ID verification service will be used to check your details against their records to establish your name and living history footprint	

Group 1	Group 2a	Group 2b
Primary Trusted Identity Credentials (photographic)	Trusted Government/State Issued Documents	Financial/Social History Documents *must be less than 3 months old **must be less than 12 months old
<ul style="list-style-type: none"> <li>• Current valid Passport - UK or EEA (or Non-EEA in combination with a Biometric Residence Permit or current Work Permit/Visa)</li> <li>• Biometric Residence Permit (UK)</li> <li>• Current Driving Licence Photo Card (full or provisional) – UK, Isle of Man/Channel Islands and EU (except Jersey)</li> </ul>	<ul style="list-style-type: none"> <li>• Current driving licence (full or provisional) – paper version (if issued before 1998)</li> <li>• Current Non-UK Photo Driving Licence (valid only for applicants residing outside of the UK at time of application)</li> <li>• Birth Certificate (UK and Channel Islands) – issued at the time of birth; Full or short form acceptable including those issued by the UK authorities overseas, such as Embassies, High Commissions and HM Forces</li> <li>• Marriage/Civil Partnership Certificate (UK and Channel Islands)</li> <li>• Adoption Certificate (UK and Channel Islands)</li> <li>• HM Forces ID Card (UK)</li> <li>• Fire Arms Licence (UK and Channel Islands)</li> </ul>	<ul style="list-style-type: none"> <li>• Mortgage Statement (UK or EEA) ** (Non-EEA statements must not be accepted)</li> <li>• Bank/Building Society Statement (UK or EEA) *(Non-EEA statements must not be accepted)</li> <li>• Bank/Building Society Account opening Confirmation Letter (UK)</li> <li>• Credit Card Statement (UK or EEA)* (Non-EEA statements must not be accepted)</li> <li>• Financial Statement ** - e.g. pension, endowment, ISA (UK)</li> <li>• P45/P60 Statement ** (UK &amp; Channel Islands)</li> <li>• Council Tax Statement (UK &amp; Channel Islands) **</li> <li>• Work Permit/Visa (UK) (UK Residence Permit) **</li> <li>• Letter of Sponsorship from future employment provider (Non-UK/Non-EEA only – valid for applicants residing outside of the UK at time of application)</li> <li>• Utility Bill (UK) * - Not a Mobile Telephone</li> <li>• Benefit Statement * - e.g. Child Allowance, Pension</li> <li>• A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK &amp; Channel Islands) * - e.g. from the Department for Work and Pensions, the Employment Service, Customs &amp; Revenue, Job Centre, Job Centre Plus, Social Security</li> <li>• EU National ID Card</li> <li>• Cards carrying the PASS accreditation logo (UK)</li> <li>• Letter from Head Teacher or College Principal (16-19 year olds in full time education – only used in exceptional circumstances when all other documents have been exhausted) UK only</li> </ul>

## 5. National Security Clearance (if applicable)

1. If you already have National Security Clearance please make sure you indicate this when completing the security clearance application form and complete the relevant section. In most cases we will be able to transfer or duplicate this clearance.
2. If you do not have National Security Clearance applications are managed through an online government National Security Vetting Solution (NSVS).
3. You will receive a link to the system on completion of your security clearance application form following successful interview.
4. You need to complete the NSVS online application as soon as possible after receiving the registration link. Further information about common errors experienced by customers of the system is included with the registration link.
5. You will need the following information to hand when completing the application process:
  - Your personal details, e.g. name, date and place of birth, address history.
  - Your partner's personal details, e.g. name, date and place of birth, address history.
  - Your parent's personal details, e.g. name, date and place of birth, address history.
  - Your employment history details.
  - Full details regarding any criminal convictions you may have.

## 6. Disclosure & Barring Service (DBS) Clearance (if applicable)

1. The DBS application form will be sent to you by post when you accept your provisional offer.
2. If you already hold a DBS clearance, please make sure you indicate this when completing the security clearance application form and complete the relevant section. An existing DBS clearance will only be accepted if it is **less than 12 months old** and to the required level for the post; you will need to bring evidence of this with you when you attend your interview.
3. If you do not hold a DBS clearance, or your DBS clearance is more than 12 months old; please complete the DBS application form; read through the instructions carefully and refer to the DBS guidance to ensure you complete it correctly.
4. The DBS Application form must be completed by hand in black ink, using block capitals.

## 7. Acceptable Countersignatory

You need to identify someone who meets the criteria below who will act as a Countersignatory to your Security Vetting application – this means they will confirm your identity and, if required provide a personal reference. We will request these details if you are successful at interview.

Criteria for Acceptable Countersignatory	
<b>x</b>	<p>A countersignatory <b>must not</b> be:</p> <ul style="list-style-type: none"><li>• Related to you by birth, marriage or common law.</li><li>• A <b>current</b> or <b>previous</b> partner.</li><li>• Living at the same address as you.</li><li>• Someone you know officially or professionally, such as a doctor or solicitor, unless you know them socially as well.</li></ul>

	<ul style="list-style-type: none"> <li>• Staff members of a school, college or university, unless they are close personal friends.</li> </ul>	
✓	<p>An acceptable countersignatory is a professional person or person of standing in the community who has known you for <b>more than</b> twelve months. Such a countersignatory is likely to have credentials that can be checked and would have something to lose in terms of career or reputation by wrongly countersigning a NOMS vetting application. Countersignatories can be retired from their profession.</p> <p>Employers and Agencies can be your countersignatory if you have; been employed/ worked with them for more than a year, you know them personally and they have an occupation/honours included in the list below.</p>	
<b>List of Acceptable Countersignatories</b>		
<ul style="list-style-type: none"> <li>• Accountant</li> <li>• Airline Pilot</li> <li>• Ambulance service official, including paramedic</li> <li>• Architect</li> <li>• Articled clerk of a limited company</li> <li>• Bank/building society official</li> <li>• Barrister</li> <li>• Broker</li> <li>• Care worker (registered)</li> <li>• Chairman/director of a limited company</li> <li>• Charity Trustee</li> <li>• Chiropodist</li> <li>• Civil Servant</li> <li>• Commissioner of Oaths</li> <li>• Councillor: local or county</li> <li>• Dentist</li> <li>• Director/manager of a VAT registered company</li> <li>• Doctor</li> <li>• Engineer (with professional qualifications)</li> </ul>	<ul style="list-style-type: none"> <li>• Estate Agent</li> <li>• Fire service official</li> <li>• Funeral director</li> <li>• Healthcare Worker (with a professional registration)</li> <li>• HR Manager/Director (CIPD qualified)</li> <li>• Judge</li> <li>• Justice of the Peace</li> <li>• Legal secretary (members and fellow of the institute of legal secretaries)</li> <li>• Licensee of a public house</li> <li>• Local Government Officer</li> <li>• Magistrate</li> <li>• Medical consultant/specialist</li> <li>• Member, associate or fellow of a professional body</li> <li>• Member of Parliament</li> <li>• Merchant naval officer</li> <li>• Minister of a recognised religion (including Christian Science)</li> <li>• Nurses (Registered)</li> </ul>	<ul style="list-style-type: none"> <li>• Officer of the armed services</li> <li>• Optician</li> <li>• Paralegal (certified paralegal, qualified paralegal or associate member of the Institute of Paralegals)</li> <li>• Person with honours (OBE, MBE)</li> <li>• Pharmacist</li> <li>• Police officer</li> <li>• Probation officer</li> <li>• Salvation Army officer</li> <li>• Social worker</li> <li>• Solicitor</li> <li>• Sub Postmaster</li> <li>• Surveyor</li> <li>• Teacher/lecturer</li> <li>• Trades Union official</li> <li>• Valuer / auctioneer (Fellow /Associate Member Of The Incorporated Society)</li> <li>• Veterinary Surgeon</li> <li>• Warrant officer and chief petty officer</li> <li>• Youth worker (registered)</li> </ul>

## 8. Other Important Information

1. The most common mistakes people make are listed below – please check these to avoid unnecessary delays to your application:
  - Incomplete address / employment history
  - Incorrect proof of ID
  - Incorrect proof of address – failing to provide proof of address less than 3 months old
2. If you have lived abroad for a period of more than six months during the last three years you need to provide a certificate of good conduct or an overseas police check in English from the countries resided in or visited - for guidance and contacts about how to do this, see; <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>.
3. If you have changed your name (e.g marriage) and are presenting documents in both your old and new names then you will need to supply documentation linking the two names (e.g. marriage certificate, deed poll)
4. Failure to bring the appropriate documents to validate right to work, ID and address to interview may impact your progression in the recruitment campaign.