Work with us
(You’re nearly here…)

Candidate Information Pack (2)
What's in this pack?

1. Information regarding what you need to do next to progress your application
2. Occupational health form
3. Pension information form
4. Bank information form
5. Information Governance top tips

If your post will require a criminal record check (DBS)

6. Declaration form A – (for declaring any previous convictions, cautions warnings / reprimands etc as a pre-cursor to the DBS form)
7. Notes for completing a DBS check
Congratulations on being offered a post with the Trust.

<table>
<thead>
<tr>
<th>Phone number</th>
<th>e-mail address</th>
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<tbody>
<tr>
<td>0118 322 5353</td>
<td><a href="mailto:jobs@royalberkshire.nhs.uk">jobs@royalberkshire.nhs.uk</a></td>
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Please feel free to contact your recruitment officer if you have any queries regarding the process. We would like to be able to complete this process as quickly as possible, and so would ask you to read the following information carefully to ensure that you are able to provide the documentation that we need. There are a number of forms included with this packet that will need completion, the notes for completion are also enclosed, but if you need any additional help please contact your recruitment officer.

The same process applies to whatever role you have been offered, be it a volunteer position or a paid position, in the Royal Berkshire NHS Foundation Trust.

**What we need before you can start work**

**References**

We are required to cover the past three years with satisfactory references, one of which needs to be your most recent employer or education provider. (this may require us seeking further references). Please ensure that if you have ticked the box which says that we cannot approach your current employer that you have contacted us to give us permission to approach your referees at the earliest convenience. Please also ensure that you have given us up to date contact details and that you have spoken to your referees to let them know that we will be approaching them. We prefer to use e-mail so please ensure that contact e-mail addresses are provided wherever possible. If we have not been able to attain a reference for you after three attempts, we will inform you that we have been unsuccessful and ask you to contact your referees direct.

**In summary:**

- We need at least 2 satisfactory references before you can start work
- We need to cover the past 3 years
- We need permission to contact your referees
- We need up to date contact (preferably e-mail) information
- Please contact your referees so that they are expecting our contact
- We will attempt to contact your referees three times, if we are unable to contact them we will ask you to contact them direct
Verification of Identity

You will have been asked to bring ID documents to your interview that would have included a photo ID e.g. a passport and 2 utility bills / bank statements (must be less than 3 months old). There is a list of acceptable ID documents attached. If these were not copied during your interview process we will ask you to come into the Recruitment department for us to be able to verify your identity. Please contact your recruitment officer to make an appointment to undertake this process if your documents were not copied during the interview process. (Your recruitment officer will contact you if they have not received the correct ID documentation)

In summary:

- We need a photo ID and 2 utility / bank statements (less than 3 months old) to verify your ID
- If these were not copied during your interview process you may need to come in the recruitment department to undertake this process, please contact your recruitment officer to make an appointment if necessary.

Right to work

You will need to provide some evidence of your eligibility to work in the UK, for most people the passport that you provided as part of your ID checks will cover this. If you do not have a passport or have any kind of work visa that needs to be checked, please contact your recruitment officer for advice.

In summary:

- You will need to be able to produce documentation of your right to work

Registration and qualifications

If the post that you have applied for requires professional registration to practice and certain qualification levels, please ensure that this information is available, if you bought it to your interview it may have been copied then, if not, please ensure that copies are sent to your recruitment officer and the originals can be produced on your first day at work for your work record.

In summary:

You will need to provide copies of your professional registration and qualifications

Disclosure and Barring Service

For some roles within the Trust a DBS check is required. This check will have needed to be completed before you are able to commence work. We will do this electronically, you can complete it in our office or we can send you a link once we have seen the necessary ID documentation.
The outcome of the check will be sent to you, so you will need to provide us with a copy of the documentation if requested to do so. Although we undertake risk assessments in some areas to prevent delays in starting dates whilst we are waiting for the checks to come back, there are some areas within the Trusts where you may not be allowed to start work until the checks have been returned e.g. pediatrics / maternity etc, but your recruitment officer will keep you updated.

If you have signed up to the DBS electronic checking service, you may not need to undertake this process, please inform us if you are enrolled in the checking service and provide a copy of your certificate so that we can confirm your details.

If you have lived abroad, you will need a certificate of good conduct from the country that you were resident in.

There is a declaration form included in this pack. (Declaration form A) Please complete this and return it to your recruitment officer as soon as possible, any convictions / cautions etc must be declared on this form.

In summary:

- Some posts need a DBS check to be completed before you are allowed to start work, if you need to undertake one of these checks you can complete it electronically
- If you have signed up to the electronic checking service please let us have your details
- There is a declaration form which also needs completing at the earliest opportunity and returning to your recruitment officer
- If you have lived abroad you will need to provide a certificate of good conduct
- Please ensure that you declare all unspent convictions / cautions / reprimands etc

**Occupational Health**

You will need to be able to meet the physical and psychological requirements for the post that you have applied for. Our in house occupational health department will give relevant advice if required. The level of health clearance required will depend on the post that you have been offered, and the relevant form will be in your pack.

In summary:

Please complete and return the enclosed occupational health form to the Occupational Health department (Craven Road, Reading, RG1) or e-mail occhealth.reception@royalberkshire.nhs.uk or fax 0118 322 8778
In this pack you will also find:

- A pension form to allow us to start you in the pension scheme or transfer your records from a previous NHS employer.

- A form asking you for your bank details for us to be able to pay you in a correct and timely manner.

- An “honesty” form regarding any previous NHS service that you have undertaken to allow us to check your service rights more easily.