

Pre-Employment Checks

Any offer of employment at Autism Plus will be dependent on satisfactory checks of the following:-

- You having The Right to Work in the UK
- You providing 2 Satisfactory references
- Any gaps in employment being satisfactorily explained
- You undertaking a Criminal Record (DBS) check relevant to the role and for some roles a barring check
- You evidencing job specific qualifications relevant to the role

Right to Work in the UK checks – this applies to all job roles

You will be asked to provide proof that you have the right to work in the UK. This will mean that you will need to produce either a document or a combination of documents to confirm you are eligible. For example, a passport, a visa or immigration documents if you are a non-EU national.

This must be undertaken before anyone can start employment with Autism Plus.

Guidance on this can be found here, or by contacting the Autism Plus HR department.

Employment History and References – this applies to all job roles

2 satisfactory references are required for all job roles.

However, for regulated roles (e.g Social Care support Worker) 2 satisfactory references must be provided before employment can begin, these should be from current/previous employers. In circumstances whereby this is not possible due to not having previous employment, then references from an educational establishment or professional referee will be required. In these circumstances, it may be appropriate for Autism Plus to request more than 2 referees.

Any gaps in employment will be explored at interview stage, and further explanations may be required.

Professional Registration and/or Qualifications – this applies only to job roles which have specific requirements

If your role requires a particular professional registration we will carry out a check with the appropriate regulatory body and secure confirmation of the appropriate registration. Where a licence is a requirement confirmation will be sought from the relevant regulatory body as well.

All qualifications that are not associated in any way with a regulatory body will need to be evidenced.

Criminal Record and Barring checks

Depending on the role, we may be required to check whether you have a criminal record. Your offer of employment will be subject to a satisfactory disclosure from the Disclosure and Barring Service (known as a DBS check).

For regulated roles (Care roles), we must undertake an Enhanced DBS check along with a barred list check. Before employment can begin either of the following must apply:-

- 1) Applicants on the DBS update service must provide their certificate and DBS Update number so that the check can be undertaken and deemed satisfactory
- 2) An Adult First Check must be completed and deemed satisfactory (this takes 72 hours from submission to be returned)

For non-regulated roles whereby a DBS check is required, the level will be dependent on the responsibilities of the role, and one of the following will be undertaken:-

- Enhanced
- Standard
- Basic

Criminal convictions

Failure to reveal information relating to convictions that you are required to identify, or having a criminal conviction deemed inappropriate to the job role could lead to withdrawal of an offer of employment.

Where the position falls under regulated activity and meets the criteria for an enhanced criminal record check, the disclosure will include information held against the barred lists for working with children and/or working with adults and any restrictions to that barring.

Having a criminal conviction won't automatically prevent you from being employed at Autism Plus, with the exception of anyone on the barred lists, whereby it is a criminal offence to work with or attempt to work in such a role whereby you are restricted.

If you have a criminal record and are unsure about what might be revealed about you as part of a DBS check, or the type of information you should consider declaring when completing the application form, you should seek further guidance.

Please note this particular information within the application form will only be viewed by those who need to see it as part of the recruitment process. Any information disclosed will be treated strictly confidential.

The Rehabilitation of Offenders Act 1974 can provide further details about criminal convictions, and which roles, such as those in care are exempt.