

Basildon Borough Council

PRE – EMPLOYMENT VETTING PROCESS

The public is entitled to expect the highest standards of behaviour and conduct from all employees who work for, or on behalf of, Basildon Borough Council. In administering its responsibilities the Council is determined to combat fraud and corruption whether it is attempted on, or from within the Council.

As part of this process, pre-employment vetting will be initiated for all permanent, casual, fixed term and contractor posts. Such checks are also undertaken on existing employees who have achieved promotion or who have been seconded to another position following a recruitment process.

Some applicants, particularly those where duties include activities such as handling cash, awarding contracts, making or assessing payments to the public or dealing with vulnerable groups will require more detailed checks.

The following checks may be carried out, using the information that you have provided on your application form:

- Council Tax Records
- Housing Benefit/Council Tax Benefit Records
- Council Housing Records
- Records held by any previous employer
- Inland Revenue records
- Data held by **Credit Reference Agencies** (any data disclosed to a CRA may be recorded)
- Records held by the Registrar of births, deaths and marriages
- Home Office (Immigration) records
- Confirmation of Academic Qualifications
- Confirmation of Membership of Professional Bodies
- Basildon Council Personnel Files (former and existing employees only)
- Basildon Council Payroll (existing employees only)
- Any further checks that may be deemed necessary

Checks may also be made on information held within the public domain, such as:

- Electoral Register, to check residency.
- Companies House Records

Checks may be carried out to determine whether employees have any interest/involvement in other companies that may directly conflict with the work that employee may be contracted to undertake for the Council.

Checks may be carried out to confirm the existence/status of previous employers detailed on your employment history and may also be used to validate references.

DECLARATION

I certify that the information on my application form and any additional supplementary documentation provided is true and complete. I authorise Basildon Borough Council to check and use any / all details I have supplied with any other agencies including Local Authorities and the Department for Work and Pensions.

I understand that if I refuse to sign the authorisation and declaration for Pre Employment Vetting my application will be withdrawn by Basildon Council and any related job offer will be withdrawn.

I understand that Pre Employment Vetting will only commence if I receive a job offer. I understand that making a false declaration or any impropriety may lead to the withdrawal of any job offer made to me.

In addition this authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on your application form within this authority for the prevention and detection of fraud. It may also obtain information from, and share this information with, other bodies administering public funds solely for this purpose.

Signed Date

PRINT NAME

Post applied for.....