

STANDARD PROCEDURES for APPLICATION FORMS:

In the UK, as in most countries, if you want to do a responsible job it will be necessary for the would-be employer (or employment agency) to check on your suitability.

This is especially the case if you are hoping to work with children, with any 'at-risk' adult, with sensitive records of any kind, with patients, or with any employer where you would have access to cash or credit.

AGREEING to HAVE PREVIOUS EMPLOYERS PROVIDE INFORMATION:

You will probably be asked to agree to previous employers providing records of your work, reasons for leaving work with them, together with all other information and opinions they may have concerning you.

DECLARATION of VERACITY:

You will be asked to sign and date application forms, health declarations, etc. to say that everything on them is true, and they then become serious legal documents.

DECLARATION of RIGHT to WORK in the UK:

You will need to make a declaration of your right to work in the UK in order to comply with the British Immigration and Asylum Act. So potential employers will probably ask to see your passport. And you'll be asked to confirm that you are a British citizen or EU citizen, for example.

CRIMINAL RECORDS BUREAU (CRB) CHECKS:

You will need to complete what is called an 'Enhanced Disclosure' through the Criminal Records Bureau. This is a check with the British police to see what records they hold, if any, on you.

CRIMINAL CONVICTIONS:

Usually if you have a criminal record it can be wiped clean after a few years (we say 'spent'). But, if you are doing sensitive work (as a teacher or nurse, perhaps), any criminal convictions will not be treated as spent under the rehabilitation of Offenders act 1974. So you are forced to declare all criminal convictions or cautions. The information you give will be treated in confidence and only taken into account where an offence is relevant to the post for which you are applying. Failure to declare a conviction may cause you serious problems later if you are caught, as it is in itself a criminal offence for which you can be sent to prison.