



Selwyn College Cambridge

**Recruitment and Selection Policy**

## **1 Introduction**

Selwyn College is committed to providing a supportive and flexible working environment to all its members of staff.

The College recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.

The aims of the College's recruitment policy are as follows:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- to ensure that all job applicants are considered equally and consistently;
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age;
- to ensure compliance with all relevant legislation, recommendations and guidance including any guidance or code of practice published by the Disclosure and Barring Service (**DBS**); and
- to ensure that the College meets its commitment to appropriate right to work checks by carrying out all necessary pre-employment checks.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

## **2 Data Protection**

The College is legally required to carry out the pre-appointment checks detailed in this procedure. Staff and prospective staff will be required to provide certain information to the College to enable the College to carry out the checks that are applicable to their role. For certain roles, the College will also be required to provide certain information to third parties, such as the Disclosure and Barring Service. Failure to provide requested information may result in the College not being able to meet its employment, safeguarding or legal obligations. The College will process personal information in accordance with its [Data Protection Statement – Applicants and Data Protection Statement – Senior Members and Staff](#).

## **3 Recruitment and Selection Procedure**

All applicants for employment will be required to complete an application form containing questions about their academic and employment history and their suitability for the role. Should there be any gaps in academic or employment history, a satisfactory explanation must be provided. A curriculum vitae will not be accepted in place of the completed application form.

Applicants will receive a job description and person specification for the role applied for. Application forms, job descriptions and person specifications can be printed and forwarded to applicants on request.

The applicant may then be invited to attend a formal interview at which their relevant skills and experience will be discussed in more detail.

If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract incorporating the College's standard terms and conditions of employment;
- verification of the applicant's identity (where that has not previously been verified);
- verification of qualifications, whether professional or otherwise, which the College takes into account in making the appointment decision, or which are referred to in the application form, whether a requirement for the role or not;
- verification of the applicant's employment history;
- the receipt of two references (one of which must be from the applicant's most recent employer) which the College considers to be satisfactory;
- where the position amounts to "regulated activity" (see 4.3 below) the receipt of an enhanced disclosure from the DBS, or a Basic DBS for required roles, which the College considers to be satisfactory;
- verification of the applicant's medical fitness for the role (see section 4.4 below); and
- verification of the applicant's right to work in the UK.

The College is required to carry out an enhanced DBS check for all staff who will be engaging in regulated activity. The College will also carry out a Basic DBS check on a person who would have unsupervised access to students and student rooms i.e. roles such as Porters.

Whether a position amounts to "regulated activity" must therefore be considered by the College in order to decide which checks are appropriate.

#### **4 Pre-employment Checks**

The College carries out a number of pre-employment checks in respect of all prospective employees.

In addition to the checks set out below, the College reserves the right to obtain such formal or informal background information about an applicant as is reasonable in the circumstances to determine whether they are suitable to work at the College. This may include internet and social media searches.

In fulfilling its obligations the College does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, gender reassignment, sex or sexual orientation, maternity, marital or civil partner status, disability or age.

#### **4.1 Verification of identity, address and qualifications**

All applicants who are invited to an interview will be required to bring with them evidence of identity, right to work in the UK, and original documents confirming any educational and professional qualifications referred to in their application form (where relevant). Where a DBS check is required, further documentation (i.e. a proof of address) would also be required as detailed in the list of valid identity documents in the Appendix (these requirements comply with DBS identity checking guidelines).

Where an applicant claims to have changed their name by deed poll or any other means (e.g. marriage, adoption, statutory declaration) they will be required to provide documentary evidence of the change.

#### **4.2 References**

References will be taken up on an applicant upon offer of employment. For some roles, this may be requested prior to interview. No questions will be asked about health or medical fitness prior to any offer of employment being made. All references taken up will be treated in confidence.

All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by the College. One of the references must be from the applicant's current or most recent employer. Neither referee should be a relative or someone known to the applicant solely as a friend.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied. All referees will be sent a copy of the job description and person specification for the role for which the applicant has applied.

If the referee is a current or previous employer, they will also be asked to confirm the applicant's dates of employment, salary, job title / duties, reason for leaving, performance, sickness and disciplinary record. Questions about health or sickness records will only be included in reference requests sent out after the offer of employment has been made.

The College will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials.

The College will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant and the relevant referee before any appointment is confirmed. The applicant may be asked to provide further information or clarification before an appointment can be confirmed.

If factual references are received i.e. those which contain limited information such as job title and dates of employment, this will not necessarily disadvantage an applicant although additional references may be sought before an appointment can be confirmed.

The College may at its discretion make telephone contact with any referee to verify the details of the written reference provided.

All internal candidates who apply for a new role at the College will have their application assessed in accordance with this procedure. References will be taken up on all internal candidates as part of the application process as well but can be provided by colleagues as the College will be the most recent employer.

#### **4.3 Regulated activity**

The College applies for an enhanced disclosure from the DBS and a check of the Children's Barred List (now known as an Enhanced Check for Regulated Activity) in respect of all positions at the College which amount to "regulated activity" as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended). The purpose of carrying out an Enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with children by inclusion on the Children's Barred List and to obtain other relevant suitability information. Any position undertaken at, or on behalf of the College will amount to "regulated activity" if it is carried out:

- frequently, meaning once a week or more; or
- overnight, meaning between 2.00 am and 6.00 am; or
- satisfies the "period condition", meaning four times or more in a 30 day period; and
- provides the opportunity for contact with children.

It is for the College to decide whether a role amounts to "regulated activity" taking into account all the relevant circumstances. Not many posts at the College amount to regulated activity.

#### **4.4 Disclosure and Barring Service (DBS) Checks**

The DBS issues the DBS disclosure certificate to the subject of the check only, rather than to the College. It is a condition of employment with the College that the original disclosure certificate is provided to the College within two weeks of it being received by the applicant. Original certificates should not be sent by post. A convenient time and date for bringing the certificate into the College should be arranged with the HR team as soon as it has been received. Applicants, who are unable to attend at the College prior to the first day of work to provide the certificate, must provide this on the first working day.

Employment will remain conditional upon the original certificate being provided and it being considered satisfactory by the College.

#### **4.5 Medical fitness**

The College is legally required to verify the medical fitness of anyone to be appointed to a post at the College, after an offer of employment has been made but before the appointment can be confirmed.

It is the College's practice that all applicants to whom an offer of employment is made must complete a Work Health Declaration. If necessary, the College will arrange for the information contained in the Work Health Declaration to be referred to the Occupational Health team. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role. If the Occupational Health team have any doubts about an applicant's fitness, the College will consider reasonable adjustments in consultation with the applicant. The College may also seek a further medical opinion from a specialist or request that the applicant undertakes a full medical assessment.

The College is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence, considering reasonable adjustments and suitable alternative employment.

## **5 Queries**

If an applicant has any queries on how to complete the application form or any other matter, they should contact the [HR team](#).

## Appendix

### DBS Application - List of Valid Identity Documents

- one document from Group 1; and
- two further documents from either of Group 1, Group 2a or Group 2b, one of which must verify your current address

If you do not have any Group 1 documents you may instead bring:

- one document from Group 2a; and
- two further documents from either Group 2a or Group 2b

#### **Group 1: Primary Trusted Identity Credentials**

- current valid passport
- biometric residence permit (UK)
- current driving licence photocard (full or provisional) (UK / Isle of Man / Channel Islands and EEA )
- birth certificate issued within 12 months of birth (UK and Channel Islands including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces)
- adoption certificate (UK and Channel Islands)

#### **Group 2a: Trusted Government / State Issued Documents**

- current driving licence photocard - full or provisional (all countries outside the EEA excluding Isle of Man and Channel Islands)
- current driving licence - paper version (UK / Isle of Man / Channel Islands and EEA; full or provisional)
- birth certificate - issued after time of birth (UK, Isle of Man and Channel Islands)
- marriage / civil partnership certificate (UK and Channel Islands)
- immigration document, visa or work permit (Issued by a country outside the EEA. Valid only for roles whereby the applicant is living and working outside of the UK. Visa / permit must relate to the non-EEA country in which the role is based)
- HM Forces id card (UK)
- fire arms licence (UK and Channel Islands).

All driving licenses must be valid.

#### **Group 2b: Financial / Social History Documents**

- mortgage statement (UK or EEA)\*\*
- bank / building society statement (UK and Channel Islands or EEA)\*
- bank / building society statement (countries outside the EEA)\*
- bank / building society account opening confirmation letter (UK)
- credit card statement (UK or EEA)\*
- financial statement - e.g. pension, endowment, ISA (UK) \*\*
- P45 / P60 statement (UK and Channel Islands) \*\*
- council tax statement (UK and Channel Islands) \*\*
- letter of sponsorship from future employment provider (Non UK / Non EEA only valid for applicants residing outside the UK at the time of application)
- utility bill (UK; not mobile telephone bill) \*

- benefit statement - e.g. child benefit, pension (UK) \*
- A document from central or local government / government agency / local council giving entitlement e.g. from the Department for Work and Pensions, the Employment Service , HM Revenue & Customs, Job Centre, Job Centre Plus, Social Security (UK & Channel Islands)\*
- EU national ID card (must be valid at time of application)
- cards carrying the PASS accreditation logo (UK and Channel Islands; must be valid at time of application )
- letter from Head or College Principal (UK) for 16-19 year olds in full time education. This is only used in exceptional circumstances if other documents cannot be provided; must be valid at time of application)

**Note:**

If a document in the List of valid identity documents is:  
denoted with \* - it should be less than three months old  
denoted with \*\* - it should be less than 12 months old