

| POLICY / PROCEDURE TITLE |             | DATE OF APPROVAL |
|--------------------------|-------------|------------------|
| Recruitment Policy       |             | June 2024        |
| APPROVED BY              | VERSION NO. | VALID UNTIL      |
| Executive Board          | 3           | June 2026        |

|  |  |  |  |
|--|--|--|--|
| <b>OWNER</b>                                       | Director People and Development  |  |  |
| <b>GROUP EXECUTIVE LEAD</b>                        | Executive Principal, People & Culture  |  |  |
| <b>DOCUMENT TYPE</b>                               | Policy <input checked="" type="checkbox"/>   | Group Procedure <input type="checkbox"/> | Local Procedure <input type="checkbox"/> |
| <b>PURPOSE</b>                                     | The purpose of this policy is to provide a framework within which recruitment is managed fairly, consistently and promptly.  |  |  |
| <b>APPLICABLE TO</b>                               | All NCG employees, as well as consultants, vendors, agency workers, contractors, service users, trainees/students, volunteers and/or any other parties who have a business relationship with NCG.  |  |  |
| <b>EQUALITY ANALYSIS COMPLETED [POLICIES ONLY]</b> | Yes <input checked="" type="checkbox"/>  | No <input type="checkbox"/>              | N/A <input type="checkbox"/>             |
|  | (If EA not applicable, please explain)   |  |  |
| <b>KEY THINGS TO KNOW ABOUT THIS POLICY</b>        | <ol style="list-style-type: none"> <li>1. The policy outlines the recruitment process</li> <li>2. The policy highlights the need for safer recruitment</li> <li>3. The policy covers appointments of agency workers</li> <li>4. The policy provides information on skilled worker visas</li> </ol> |  |  |
| <b>EXPECTED OUTCOME</b>                            | Readers are expected to understand the organisational position on appointment of staff and safer recruitment responsibilities and know their responsibilities in relation to the policy and comply with the terms of the policy.   |  |  |

| MISCELLANEOUS           |   |
|-------------------------|---|
| <b>LINKED DOCUMENTS</b> | <ul style="list-style-type: none"> <li>• Code of Conduct</li> <li>• Criminal Records Disclosure</li> <li>• Equality, Diversity and Inclusion Policy</li> <li>• Pay Policy</li> <li>• Probation Policy</li> <li>• Reorganisation and Redundancy Policy</li> <li>• Travel and Subsistence Policy</li> </ul> |

|                 |  |
|-----------------|--|
|                 | <ul style="list-style-type: none"><li>• Modern Slavery Statement 2024</li></ul>  |
| <b>KEYWORDS</b> | <ul style="list-style-type: none"><li>• Advertising</li><li>• Assessment</li><li>• Shortlisting</li><li>• Safer recruitment</li><li>• Right to Work</li><li>• Candidate</li><li>• Redeployment</li></ul> |

## Equality Impact Assessment

| EQUALITY IMPACT ASSESSMENT  |                                     |                                     |   |
|---|-------------------------------------|-------------------------------------|---|
|   | Yes                                 | No                                  | Explanatory Note if required  |
| EIA 1 - Does the proposed policy/procedure align with the intention of the NCG Mission and EDIB Intent Statement in Section 2?                                      | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | The answer to this must be YES  |
| EIA 2 - Does the proposed policy/procedure in any way impact unfairly on any protected characteristics below?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |   |
| Age   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | The answer to this must be NO   |
| Disability / Difficulty   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | The answer to this must be NO   |
| Gender Reassignment   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | The answer to this must be NO   |
| Marriage and Civil Partnership  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | The answer to this must be NO   |
| Race  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | The answer to this must be NO   |
| Religion or Belief  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | The answer to this must be NO   |
| Sex   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | The answer to this must be NO   |
| Sexual Orientation  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | The answer to this must be NO   |
| EIA3 - Does the proposed policy/processes contain any language/terms/references/ phrasing that could cause offence to any specific groups of people or individuals? | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | The answer to this must be NO   |
| EIA4 - Does the policy/process discriminate or victimise any groups or individuals?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | The answer to this must be NO   |
| EIA 5 - Does this policy/process positively discriminate against any group of people, or individuals?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | The answer to this must be NO   |
| EIA 5 - Does this policy/process include any positive action to support underrepresented groups of people, or individuals?  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Forms part of EDIB Strategy e.g. disability confident and care leavers covenant |
| EIA 6 - How do you know that the above is correct?  |                                     |                                     |   |

## 1. GENERAL POLICY STATEMENT

This policy does not form part of colleague's contract of employment and does not confer any contractual rights. It applies to the above colleges of NCG and colleagues who are employed either on a permanent or temporary basis.

## 2. INTRODUCTION

*NCG recognises that its colleagues are key to its success and is committed to attracting and retaining individuals of the highest calibre.*

The NCG recruitment and selection process reflects NCG's commitment to equality and diversity and dedication to being a Disability Confident Employer. NCG will consider reasonable adjustments, where requested, throughout the recruitment process.

The purpose of this policy is to facilitate the safer recruitment of individuals who match the specifications of NCG vacancies, in a way that is fair and consistent. **Safer recruitment** is a set of safe practices that enable the recruitment of suitable individuals to work with children and young people.

## 3. REFERRAL TO AN ALTERNATIVE POLICY / PROCEDURE

Where concerns arise regarding the application of the recruitment policy, this will be managed in line with the NCG Grievance Policy or NCG Disciplinary Policy.

Where concerns arise regarding a recruitment process as part of a reorganisation this will be managed in line with the NCG Reorganisation and Redundancy Policy.

Where concerns arise regarding a positive disclosure following a Disclosure and Barring Service check, this will be managed in line with the NCG Criminal Records Disclosure Policy.

Where concerns arise regarding pre-employment checks and conditions of job offers not being met, this will be managed in line with the NCG Probation Policy.

Where an external candidate has a complaint regarding the recruitment process, they should follow the NCG complaints policy.

Where an issue is specifically pay related, this should be managed in line with the NCG Pay Policy and procedure.

## **4. RECRUITMENT PROCESS**

### **4.1. Preparation**

Prior to any recruitment process commencing, the manager should carry out a full evaluation of the need for the role, regardless of whether it is a replacement role or a new role.

### **4.2. Job Description, Person Specification and Advert Wording**

A job description, person specification and job advert will need to be created or updated to reflect this. The job description should accurately reflect the duties associated with the role and the person specification should state the essential and desirable criteria taking into account inclusivity of candidates that a person must have in order to fulfil the role to the required standards.

### **4.3. Approval to recruit**

All vacancies are subject to approval through the appropriate routes, including SLT and finance, prior to being advertised. The manager should confirm that any proposed salary is in line with NCG pay scales and is within the agreed budget. Managers will need to provide justification if this is not within the agreed budget. Please refer to the NCG Pay Policy for further information.

### **4.4. Publishing the job advert**

The manager will need to input a requisition onto the People & Development Recruitment Platform in order for this to be approved. The People and Development team will then check the information prior to publishing the advert. For NSFC, any lecturer roles which need to be advertised externally, will be published by the NSFC Administration team, using the TES (Times Educational Supplement). The manager will also be required to input the requisition onto the People & Development Recruitment Platform as detailed above.

#### **4.5. Advertising a role**

As a minimum all roles should be advertised internally for no less than 3 days. Roles can also be advertised externally, and this will normally be for 2 calendar weeks. Where a manager wishes to deviate from this timeframe then they will need to discuss the reasons with their People and Development representative.

External vacancies will be advertised on the NCG careers page, and appropriate jobs boards. Where a role is difficult to fill it may also need to be advertised in other publications/jobs boards in order to source suitable candidates, however, any cost and administration incurred in doing this will sit locally with the Colleges.

For NSFC: Teaching roles at NSFC will be advertised exclusively on The Times Education Supplement (TES). All other vacancies within NSFC will be advertised as above.

#### **4.6. Applications**

Candidates can apply for any role via the People & Development Recruitment Platform using the specific method of application, this will usually be an application form. There may be occasions when an alternative method of application is used, including, expression of interest in a redundancy or acting up situation. NCG colleagues are eligible to apply for any role without prejudicing their current position.

For NSFC: Internal candidates can apply for any role via a link to the TES jobs page on the NCG intranet. External candidates can apply via the TES using the online application form.

- 4.7.** At NCG we are signatories to the Care Leavers Covenant in partnership with DfE and Spectra. We are committed to working towards the Care Leavers Employer Charter to ensure Care Experienced people are supported to apply and gain employment with NCG.

#### **4.8. Equal Opportunities Monitoring**

To ensure that our Equality, Diversity, Inclusion and Belonging Policy is being effectively implemented, all applicants are required to complete an anonymised equal opportunities monitoring form which is treated confidentially and is not part of any selection process. NCG reviews the data to ensure fairness in our recruitment practices.

#### **4.9. Shortlisting**

All candidates will be shortlisted using the criteria set out in the person specification. Shortlisting will be completed by two colleagues (one of which should be the panel lead), although only one of these will be responsible for inputting the scoring on to People & Development Recruitment Platform.

For initial shortlisting purposes, evidence of a candidate's suitability will be gathered from the application form or other specified methods of application where appropriate. Where a candidate is at risk of redundancy and has applied for an alternative role within NCG, they may be prioritised for shortlisting, where they meet the essential criteria.

As NCG is a 'Disability Confident' employer, any candidates who have declared a disability on their application and have met all of the essential criteria are guaranteed to progress to the next stage of selection.

#### **4.10. Assessment and interview**

Candidates who are successful at shortlisting will be invited to a job-related assessment activity/interview, which may be face to face or online, in order to further evidence their suitability for the role. For teaching roles this should include a micro teach exercise.

When assessing a candidate's suitability for a role there should be at least 2 colleagues on the panel, one of which must be trained in Safer Recruitment. Where possible, it is recommended that the interview panel is made up of the colleagues who shortlisted the candidates. Where a panel member has any form of personal relationship with a candidate or there is any conflict of interest, an alternative person should be on the panel for all interviews.

Internal colleagues are encouraged to notify their manager when invited to attend any NCG selection process. The manager will then make every reasonable effort to facilitate their attendance.

#### **4.11. Feedback**

Following an interview or assessment process, candidates may request feedback from the recruiting manager. Feedback will not usually be provided where a candidate is unsuccessful at the shortlisting stage.

#### **4.12. Appointing an external candidate**

The selection of candidates will be determined by the extent to which a candidate's skills, knowledge, qualifications and experience match the requirements of the role.

The recruiting manager will contact the successful candidate direct to make an offer of employment. Prior to an external candidate commencing employment, all of the following must be satisfied:

- Verification of identify.
- Evidence of eligibility to work in the UK (see appendix A).
- References have been received and are satisfactory to NCG.
- Evidence of the essential qualifications which meet NCG criteria for the relevant role.
- Verification of fitness for work as per pre-employment questionnaire.
- Satisfactory check of prohibitions, directions, sanctions and restrictions (NSFC Teaching roles where applicable).
- Enhanced DBS certificate (including barred list check for those engaging in regulated activity) cleared and satisfactory to NCG.
- Further checks that NCG considers appropriate if the individual has lived or worked outside of the UK.
- Signed contract of employment has been returned accepting the terms and conditions which have been offered.
- New starter form including bank details have been received.



Any deviation away from the above conditions must be authorised by the Principal / Professional Services Senior Leader.

Where a role has been advertised and appointed to, and within 3 months the same vacancy arises due to varying business needs, it may be appropriate to appoint using the pool of candidates from the previous recruitment cycle, without going through a further advertising and selection process.

#### **4.12.1. Skilled Worker Visa**

Under the UK points-based immigration system effective from 1st January 2021, NCG may sponsor workers in skilled occupations. The Skilled Worker visa is applicable to specific roles as outlined in Table 1 [here](#). Applicants must accumulate 70 points to qualify for a visa, which includes meeting a minimum salary threshold for sponsorship.

Job applications are assessed based on the knowledge, skills, and experience required for the post and must not receive less favourable treatment based on national origin.

#### **Roles Not Classed as Skilled**

For roles not eligible for a Skilled Worker visa, applicants may explore other UK visa routes. It is essential for applicants to verify their eligibility for alternative visas before applying for a role with NCG. For further information, visit the 'Apply for a UK visa' section on the Home Office website at [www.gov.uk](http://www.gov.uk)

If you require any further information on this please contact People and Development Department.

#### **4.13. Appointing an internal candidate**

When an internal candidate is appointed into a role, the start date should be agreed between the colleague's current manager and the recruiting manager and should be in line with normal notice periods and dependent on business need.

Where the new role requires a different level of criminal record check, colleagues won't be able to commence in the new role until the DBS is cleared and is satisfactory to NCG.

Successful colleagues will be expected to pick up the full role and all associated duties and responsibilities. The salary applicable for the position will be determined at the point of recruitment and must be in line with the relevant NCG grade, pay scale or fixed pay point. Please refer to the NCG Pay Policy for further guidance.

Where a colleague has previously passed a probationary period with NCG, they will not be required to complete a further one. Should any concerns arise (i.e. performance, conduct, attendance), they will be dealt with in line with the relevant policy.

#### **4.14. Qualifications**

At the point of recruitment, the successful candidate should hold all of the essential qualifications associated with the role. Where this is not the case, the offer of employment will be subject to achievement of these within an agreed timeframe specified by NCG. Failure to obtain the essential qualifications within this timeframe may result in the termination of a colleague's employment.

#### **4.15. References**

In line with GDPR, confidential employment references are exempt and NCG does not provide them in response to subject access requests. Not disclosing confidential employment references is standard practice across the Group.

All reference requests for current or former employees must be directed to People & Development. Only designated People & Development team members are permitted to provide references on behalf of the NCG. References will be provided in writing and will include factual information such as job title and dates of employment. Personal opinions about the employee's performance, character, or suitability for a new role will not be included.

In accordance with KCSIE guidelines, references for roles involving work with children will include:

Any concerns regarding the employee's suitability to work with children.

Details of any safeguarding allegations or concerns that have been raised about the employee, including outcomes.

NCG will comply with all relevant data protection laws, including GDPR, when handling and sharing employee information in references. Employees must provide written consent before any personal data is shared in a reference. Any requests for additional information or follow-up questions from the requesting party must be reviewed and approved by People & Development.

#### **4.16. Appointing a temporary agency worker**

Where a recruiting manager feels it is appropriate to recruit via an external recruitment agency, they will need to seek further approval from the budget holder and finance with the final decision made at staffing panel. Agency workers should typically only be engaged for a minimum of 1 week and up to a maximum of 12 weeks. Where possible, for periods of less than 1 week then existing colleagues should be utilised.

Managers are expected to use NCG's preferred agency supplier to appoint temporary workers and further information can be obtained via the relevant People and Development representative.

In situations where NCG's preferred supplier is unable to provide an agency worker, managers must seek Procurement approval before engaging with another agency or any alternative terms of business. Any agency worker appointed by this route must not have a start date agreed or commence their assignment until People & Development have given the manager confirmation that they have received assurance from the agency that they have completed satisfactory safeguarding checks.

Once an agency worker commences work with NCG, the recruiting manager must ensure that on the first day:

- They check that the worker presenting themselves for work is the person for whom the checks have been previously carried out.
- The recruiting manager must also ensure that in the first week.

- the agency worker receives an adequate induction, outlining appropriate duties, responsibilities and expectations and.
- the agency worker successfully completes NCG's Safeguarding mandatory training module and records it accordingly.

#### **4.17. DBS checks**

In all recruitment situations, where further information is required regarding a DBS check or where a manager has any concerns regarding the outcome of a DBS check then they should refer to the NCG Criminal Records Disclosure policy. In some circumstances, candidates who have lived or worked overseas may incur costs related to additional overseas checks.

#### **4.18. Recruitment Against Incremental Pay Scales**

NCG has both incremental and fixed pay scales. When recruiting against an incremental pay scale, normally, all candidates (whether external appointments or internal moves and promotions) will be offered the role against the first incremental point. Please refer to NCG Pay Policy for further guidance.

#### **4.19. Promotions and secondments**

Promotions may be on a permanent or fixed term basis. Where a colleague wishes to apply for a fixed term promotional opportunity as a secondment from their current role (i.e. they will be able to return to their substantive role after the fixed term opportunity has ended), they should seek the approval of their manager before applying via the normal recruitment and selection process.

Every effort will be made to support colleagues to develop within NCG and for a secondment to be considered, however, colleagues should be aware that this may not always be possible, and a decision will be dependent on the overall needs of the business.

#### **4.20. Acting up Arrangements / Additional responsibility payment**

There may be occasions where it is necessary for a colleague to temporarily pick up a proportion of the duties and responsibilities of an additional / higher graded role.

An additional responsibility arrangement should be used until a longer term or permanent solution is sourced; however, it should not exceed a maximum period of 12 months.

In this situation it may not be necessary to carry out a full recruitment exercise, however, where more than one colleague may be eligible for the opportunity, then a fair and consistent selection process will be carried out.

An allowance for temporary additional responsibility will be paid as a percentage based on the proportion of the duties carried out in relation to the additional / higher graded role for the duration of the arrangement. Upon completion, the colleague will revert to their original salary.

#### **4.21. Redeployment**

Redeployment occurs where an existing colleague transfers into an alternative vacant position. Depending on the circumstances, the position may be at a comparable or lower level than the colleague's current role. Redeployment will usually be as a result of: -

- A restructure or redundancy situation; or
- A formal process and as an alternative to dismissal in line with the disciplinary, performance management and sickness absence policies.

In cases of redeployment, it may not always be necessary to carry out a full recruitment exercise. However, in a restructure or redundancy situation where more than one colleague may be eligible for a role, a fair and consistent selection process will be carried out. In cases of ill health or as an alternative to dismissal, a colleague will usually be slotted into a vacant role, where appropriate.

Where redeployment is into a lower grade position the salary applicable to that role will usually be applied. Redeployment is not guaranteed and is subject to the availability of suitable vacancies within NCG, new roles will not be created. Managers should refer to the relevant policy for further information.

#### **4.22. Induction**

Following appointment into a new role, the manager is responsible for coordinating a thorough induction for the colleague. This will include any relevant NCG policies, procedures and any necessary training and development, including mandatory training.

### **5. VARIATIONS TO THIS POLICY**

This procedure is intended as an overview of how recruitment is managed across NCG, however, it may need to be adapted to suit the needs of each situation. On occasions, it may not be appropriate to follow the procedure as prescribed. Advice, guidance and support will be provided by the People and Development Team.

### **6. STATEMENT ON IMPLEMENTATION**

Upon approval, this policy will be uploaded to the policy portal and communicated to staff via The Business Round-Up and [insert any additional measures of communication if relevant].

List any additional measures needed to ensure the policy is implemented and any training that may be available.

### **7. STATEMENT ON EQUALITY AND DIVERSITY**

NCG is committed to providing equality of opportunity. Further details of our aims and objectives are outlined in our [Equality Diversity Inclusion and Belonging Strategy](#).

This policy has been assessed to identify any potential for adverse or positive impact on specific groups of people protected by the Equality Act 2010 and does not discriminate either directly or indirectly. In applying this policy, we have considered eliminating unlawful discrimination, promoting equality of opportunity and promoting good relations between people from diverse groups.

### **8. STATEMENT ON CONSULTATION**

This policy has been reviewed in consultation with HR colleagues and the Policy Review Council.

| VERSION CONTROL |   |                                     |                                 |              |
|-----------------|---|-------------------------------------|---------------------------------|--------------|
| Version No.     | Documentation Section/Page No.  | Description of Change and Rationale | Author/Reviewer                 | Date Revised |
| 1               | New Policy  |                                     | Director People and Development | April 2020   |
| 2               | <ul style="list-style-type: none"> <li>Pay Policy added as linked document</li> <li>Section 4.3 – amended in line with pay policy requirements</li> <li>Section 4.4. – updated details on adverts and responsibilities.</li> <li>Section 4.5 -updated regarding additional costs for recruiting outside of normal process</li> <li>Section 4.6 renamed to Applications and addition of commitment to Care Leavers Covenant</li> <li>Section 4.7 – inserted short listing by 2 panellists with only one required to input into network</li> <li>Section 4.8 – inserted for teaching roles, this may include a micro teach. Recommended that the interview panel is made up of the colleagues who shortlisted the candidates</li> <li>Section 4.10 – clarified for NSFC teaching roles</li> <li>Section 4.11 – amended in line with pay policy requirements.</li> <li>Section 4.14 - Section updated on the use of agency workers</li> <li>Section 4.15 -Inserted 'In some circumstances, candidates who have lived or worked overseas may incur costs related to additional overseas checks'</li> <li>Section 4.16 - amended in line with pay policy requirements.</li> <li>Section 4.17 - Clarified what a secondment is and return to substantive role.</li> <li>4.18 renamed to Acting up Arrangements / Additional responsibility payment</li> <li>Appendix a – revised in line with current guidelines</li> </ul> |                                     | Director People and Development | June 2022    |
| 3               | <ul style="list-style-type: none"> <li>NCG Recruitment Team' replaced with 'People &amp; Development Team'.</li> <li>Replaced 'Network' with 'People &amp; Development Recruitment Platform' to cover the transition across to iTrent.</li> <li><b>Equal Opportunities Monitoring</b> - Section added on applicant monitoring (4.8) to capture data around protected characteristics.</li> <li><b>Skilled Worker Visa</b> – This has changed in April this year so some wording (4.12.1) under Appointing an external candidate</li> <li><b>Appointing a temporary agency worker</b> - Wording added on using agencies which are not the preferred supplier to set expectations on safeguarding. (Section 4.16)</li> <li>Transferred to new template.</li> </ul>  |                                     | Director People and Development | June 2024    |

## **Appendix A: Right to Work Checklist**

If you are the successful candidate, NCG is required to verify your eligibility to work in the UK under the Immigration, Asylum and Nationality Act 2006 before your employment start date. We ask you to bring evidence of entitlement to work in the UK to your interview so that we can process your appointment without delay if you are successful.

Please bring the appropriate evidence in the form of original documents as outlined below:

- A passport (current or expired) showing the holder is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
- A passport or passport card (in either case, whether current or expired) showing that the holder is an Irish citizen.
- A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
- A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
- A birth or adoption certificate issued in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.



- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

**OR**

- A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
- A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
- A current immigration status document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

**OR**

- A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.

- A Certificate of Application (digital or non-digital) issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme), on or after 1 July 2021, together with a Positive Verification Notice from the Home Office Employer Checking Service.
- A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man showing that the holder has made an application for leave to enter or remain under Appendix EU (J) to the Jersey Immigration Rules or Appendix EU to the immigration Rules (Bailiwick of Guernsey) Rules 2008, or Appendix EU to the Isle of Man Immigration Rules together with a Positive Verification Notice from the Home Office Employer Checking Service.
- An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
- A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

For more information of acceptable Right to Work in the UK documents, please visit the GOV website on:

[Employers' right to work checklist - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/employers-right-to-work-checklist)

Please note that from the 6th of April 2022, the Home Office have introduced an Online check for employers to carry out Online right to work checks. This check can **only** be used on the following types of documents: -

- **Biometric residence permit**
- **Biometric residence card**
- **Frontier Worker Permit**
- **Settlement Scheme – EU workers following Brexit.**

To allow NCG to check your eligibility to work in the UK using the online option and you have one of the document types as detailed above. If you are offered a role with NCG, you will need to provide a share code which is obtained on the home Office

website as detailed below and your date of birth. Please note that the share code is only valid for 30 days so once obtained, please provide to the NCG Recruitment as soon as possible.

(NH) <https://www.gov.uk/prove-right-to-work>

We will implement and adhere to information retention policies relating to your information and will ensure that your information is securely disposed of at the end of the appropriate retention period.

If you have any queries or require guidance on what documents to provide at interview, please contact the People & Development Team who will be happy to assist.

## **NCG Recruitment**

**(t) 0191 226 6390**

**(e) [ncgreruitment@ncgrp.co.uk](mailto:ncgreruitment@ncgrp.co.uk)**

**(w) [NCG Careers](#) | [NCG \(ncgrp.co.uk\)](#)**