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### **Safer Recruitment and pre-employment checks at West London Zone**

We take our responsibilities to safeguarding seriously at West London Zone and our recruitment practices are no exception.

Our Safer Recruitment Policy outlines how we create and maintain a culture of safer recruitment. We recommend that you read this before applying to any of our roles. However, below is a shortened guide for applicants on how we keep our recruitment practices safe.

#### **Pre-employment checks**

If you are successful at interview, we will issue you a conditional offer of employment, subject to:

- proof of identity and, if possible, a birth certificate
- proof of eligibility to work in the UK (we do not have a license to support sponsorship requests)
- proof of address
- an appropriate level of criminal record check through the Disclosure and Barring Service (DBS)\* which will be obtained through WLZ (unless you have a current subscription to the DBS update service)
- two references obtained directly by WLZ from the referee, one of which must be from your current or most recent employer. We will not contact your referees without your permission.
- a health questionnaire to confirm your fitness for the role
- some further checks may be needed if you have lived outside of the UK.

If you have any questions about the recruitment process, or if you require this information in an accessible format, please contact our HR team by email [recruitment@westlondonzone.org](mailto:recruitment@westlondonzone.org).

*\* Due to the nature of the roles at WLZ, recruitment and employment practices are exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended). Successful applicants will be required to complete an enhanced DBS certificate, on which all spent and unspent convictions will be shown. Therefore, all applicants cannot consider any convictions as "spent" for the purposes of this application, except for the few exceptions under DBS filtering rules which can be found here: <https://www.gov.uk/government/collections/dbs-filtering-guidance>*