



Somerville College

Pre-employment Screening

If you are selected for the post, employment with the College will be conditional upon you satisfying some or all the following requirements as applicable to the post.

Please note that you will need to provide original documents and where any documents are not in English a certified translation will be required. Do not include these documents with your application. You will be sent a request for the relevant information at the appropriate point in the selection process, usually after a conditional offer of employment had been made.

Eligibility to Work in the UK

You will be required to provide proof that you are entitled to work in the UK or proof of eligibility to apply for a work permit. Further information is available at:
www.ind.homeoffice.gov.uk/workingintheuk/tier2/

Identity

You will be required to provide:

Proof of identity - in the form of a passport, birth certificate, or other acceptable document; and
Proof of address - in the form of a recent utility bill or bank statement.

Qualifications

You will be required to provide proof of any qualifications required for this post - in the form of certificates or transcripts.

Medical Clearance

The University's Occupational Health Service will assess your medical fitness to undertake the duties of the post through the completion of a confidential pre-employment health questionnaire.

The information provided on the questionnaire will be used (i) to assess your medical capability to do the job for which you have applied; (ii) to determine whether any reasonable adjustments may be required to accommodate any disability or impairment which you might have; and (iii) to ensure that none of the requirements of the job for which you have applied would adversely affect any pre-existing health conditions you may have.

References

We will ask you to give us details of two or three people who have agreed to give a reference for you (the number of referees required will be stated in the job description for the position you are applying for). If you have previously been employed your referees should be people who have direct experience of your work through working closely with you for a considerable period, and at least one of them should be your formal line manager from your most recent job. Otherwise they may be people who know you from recent college, school, or voluntary experience. It is helpful if you can tell us how each referee knows you. Your referees should not be related to you.

Your referees will be asked to comment on your suitability for the post and to provide details of the dates of your employment and any disciplinary processes which are still 'live'.

We will assume that we may approach your referees at any stage unless you tell us otherwise, so please state clearly if you wish to be contacted before a referee is approached.

Criminal Records Check (CRB)

Rehabilitation of Offenders Act (Exceptions) Order 1975. In order to protect certain vulnerable groups within society, there are a number of posts within the College that are exempt from the provisions of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act (Exceptions) Order 1975.

These include positions where there is access to children and vulnerable adults in the course of normal duties. Owing to the nature of this work the College will also ask the Criminal Records Bureau (CRB) to check for any previous criminal convictions, cautions, reprimands or warnings, and to check the 'barring' lists, in respect of any candidate it is considering appointing. Any offer of employment will be conditional on a satisfactory 'enhanced disclosure' report from the CRB. CRB checks are undertaken by the College by the University of Oxford which complies fully with the CRB Code of Practice (available on the CRB website at www.crb.gov.uk)

The job advertisement will indicate if this is applicable to the post you are applying for.