



Pre-employment screening

If you are selected for a post at Somerville College, your employment with the College will be conditional upon satisfying the following requirements:

1. Eligibility to work in the UK

The Immigration, Asylum and Nationality Act 2006 requires us to obtain evidence of your right to work in the UK before employment can start. Your employment will be dependent on your continued right to work in the UK.

We will contact you either at interview stage, or prior to your employment start date, to ask you to provide original documents to evidence your right to work in the UK. You will be required to present these in person. Where any documents are not in English a certified translation will be required. Please note that you may not begin working for us until your right to work in the UK has been verified.

2. References

Please provide details of two referees. These should be people who have worked closely with you for a considerable period. If you have been employed, at least one should be your formal line manager from your most recent job. Please indicate in what capacity each referee knows you (e.g. manager, colleague). Please note that family members are not acceptable referees.

Your referees will be asked to comment on your suitability for the post and provide details of your employment dates and previous job role. They may also be asked about any 'live' disciplinary processes. We will assume that we may approach your referees at any stage unless you tell us otherwise.

3. Medical fitness

Any offer of employment will be conditional upon confirmation from our Occupational Health Service that the you are medically fit for the post (allowing for any reasonable adjustments that may be required, in line with the provisions of the Equality Act 2010).

The purpose of this check is to assess your medical capability to do the job and determine whether any reasonable adjustments may be required. It will also help us ensure that none of the requirements of the job for would adversely affect any pre-existing health conditions.

4. Security checks

For certain posts, candidates will be required to complete an enhanced Disclosure and Barring Service (DBS) check and register with the online update service. Further details will be provided on appointment.

5. Certificate and licence checks

Where the post requires certificates, licences, qualifications or membership of professional bodies, you must provide evidence of these before the appointment start date. In the case of licences and professional membership, you will be expected to keep these active and up-to-date for the duration of the post for which they are required.