

Recruitment and Selection Policy Proposed Amendments

7. The Process of Recruitment and Selection

7.5.4 The Council will guarantee an **interview assessment** for the following who meet all essential criteria:

- Disabled people
- Looked after children
- Armed forces personnel including reservist and veterans
- Carers of adults or disabled children
- **Where specified in any local or GM initiatives**

9. Pre-employment Checks

The Council will comply with legislation when completing checks on candidates prior to employment.

9.1 Right to Work:

All applicants will be asked to provide the necessary documents to provide evidence of their right to work in the UK.

The Council welcomes applications from candidates who live outside of the UK and do not have the right to work in the UK without an appropriate Visa. **Should the candidate be successful and offered a conditional offer of employment, it is the candidate's responsibility to obtain the correct visa to be able to work in the UK. It may be possible for the Council to issue a Certificate of Sponsorship to support their application for a visa. However, this is by no means guaranteed and will be subject to meeting both the Home Office requirements and the Council's principles determining when to offer sponsorship as set out under the Sponsorship policy.**

The process of appointment for overseas candidates **may require additional pre-employment checks depending on the visa and the country they are from so may take longer to onboard ~~is longer than those with the right to work in the UK, due to the requirement for a certificate of sponsorship and subsequent visa application by the candidate.~~**

For more information relating to recruiting candidates from overseas, please **refer to the Sponsorship policy ~~contact HR.~~**

9.9 Qualifications:

The qualifications of a candidate for appointment to a position with the Council shall be assessed by the interview panel at the following stages:

- Short-listing Stage – assessment against the set essential/desirable qualification criteria for the job.
- Interview Stage – verification by production of documentary evidence of successful completion by the candidate prior to or at the interview.

For more information on what qualifications mean, refer to [What qualification levels mean: Overview - GOV.UK](#)