

# Pre-Employment Checks

Once you have received a conditional offer from us, the Resourcing team will work on your pre-employment checks and your references to make sure you are ready to start your career at Sandwell.

## Medical Clearance

Conditional offers of employment with Sandwell Council may be subject to a medical clearance, which is carried out online.

To complete the pre-employment health questionnaire, you will first need to create a 'My Sandwell' account and then follow the link given in the email sent to you by the Resourcing team.



## Pre-employment Tax, Bank and Pension Details Form

You will be sent links to complete the required forms online.

## Right to Work

You will need to provide some form of ID to prove that you have the right to work in the UK. You may be able to do so at your interview, or we will organise an appointment for you to do so. Typically, forms of ID that can be used include: Passport, Birth Certificate with a document containing your National Insurance number. You will also need to provide your proof of address. For more options please contact us.



## DBS Check

If your role involves working with vulnerable adults and/or children, you will be required to complete a DBS check. We will provide you with the information and link to complete your online DBS application as part of your conditional offer.

## References

As part of the conditional offer we require at least two references, one of which must be your current or most recent employer. The Resourcing team will send your referees an online reference form to complete, so please check that their email addresses are correct. Please also prompt your referees that they will be receiving a reference request to help speed up the pre-employment check stage and avoid any delays in your start date.



## Qualifications, Registrations and Memberships

If a requirement of the post, these will need to be verified electronically, or original certificates copied, signed and dated to confirm their validity at interview or when attending your appointment to show your other documentation.

For further information please contact the Resourcing team on:

[hr\\_resourcing@sandwell.gov.uk](mailto:hr_resourcing@sandwell.gov.uk)