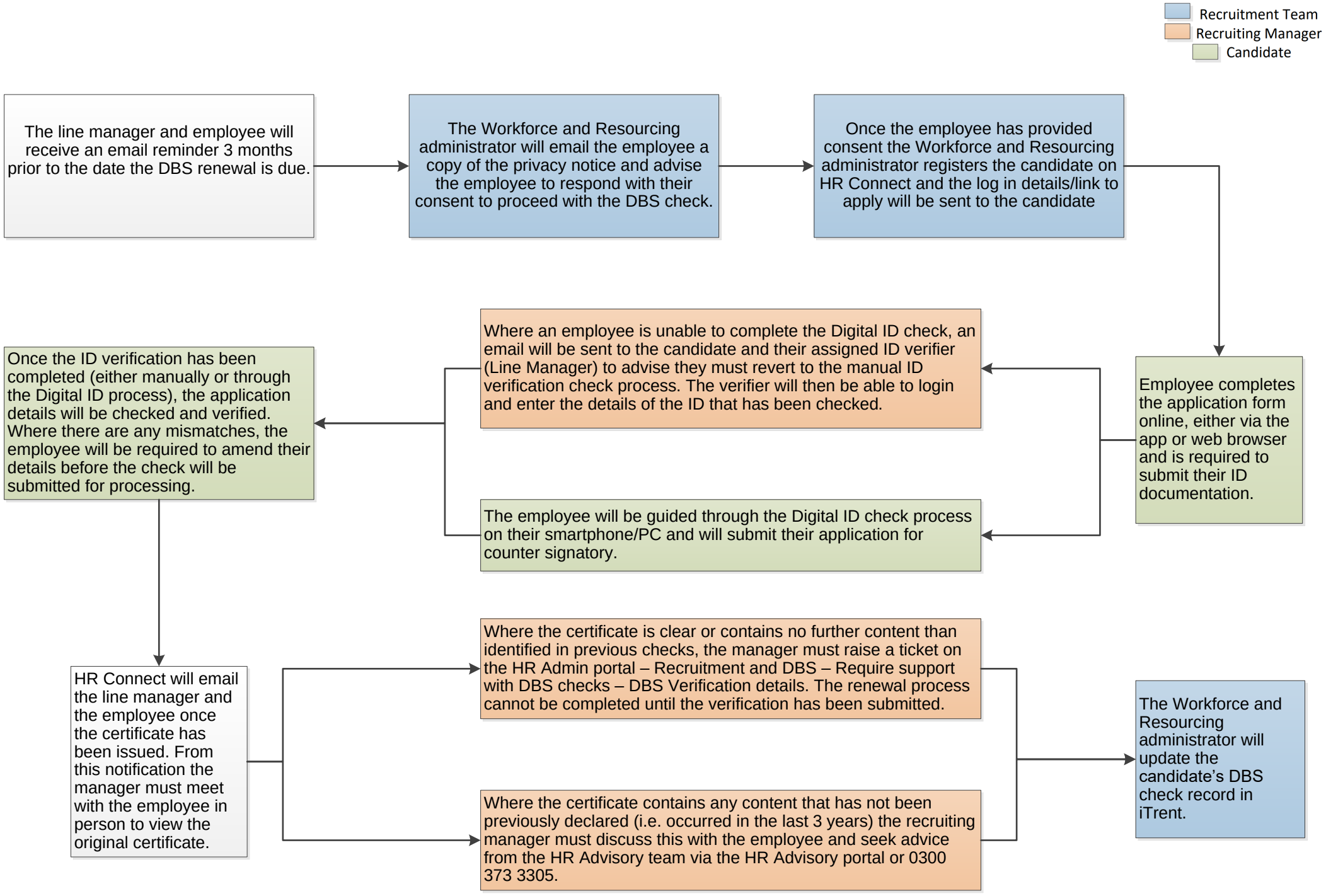
Recruitment Team
Recruiting Manager
Candidate
The line manager and employee will receive an email reminder 3 months prior to the date the DBS renewal is due.
The Workforce and Resourcing administrator will email the employee a copy of the privacy notice and advise the employee to respond with their consent to proceed with the DBS check.
Once the employee has provided consent the Workforce and Resourcing administrator registers the candidate on HR Connect and the log in details/link to apply will be sent to the candidate
Employee completes the application form online, either via the app or web browser and is required to submit their ID documentation.
Where an employee is unable to complete the Digital ID check, an email will be sent to the candidate and their assigned ID verifier (Line Manager) to advise they must revert to the manual ID verification check process. The verifier will then be able to login and enter the details of the ID that has been checked.
The employee will be guided through the Digital ID check process on their smartphone/PC and will submit their application for counter signatory.
Once the ID verification has been completed (either manually or through the Digital ID process), the application details will be checked and verified. Where there are any mismatches, the employee will be required to amend their details before the check will be submitted for processing.
HR Connect will email the line manager and the employee once the certificate has been issued. From this notification the manager must meet with the employee in person to view the original certificate.
Where the certificate is clear or contains no further content than identified in previous checks, the manager must raise a ticket on the HR Admin portal – Recruitment and DBS – Require support with DBS checks – DBS Verification details. The renewal process cannot be completed until the verification has been submitted.
Where the certificate contains any content that has not been previously declared (i.e. occurred in the last 3 years) the recruiting manager must discuss this with the employee and seek advice from the HR Advisory team via the HR Advisory portal or 0300 373 3305.
The Workforce and Resourcing administrator will update the candidate's DBS check record in iTrent.