



Recruiting Manager uploads the Appointment/Transfer form to the recruitment portal and advises a DBS check needs to be carried out for the successful candidate as per the Job Allocation list and indicates the level of check.

The recruitment administrator emails the candidate a copy of the privacy notice and advises the candidate to respond with their consent to proceed with the DBS check.

Once the candidate has provided consent the recruitment administrator registers the candidate on HR Connect and the log in details/link to apply will be sent to the candidate

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 candidate will be required to amend their details before the check will be submitted for processing.

Where a candidate is unable to complete the Digital ID check, an email will be sent by HR Connect to the candidate and their assigned ID verifier (Recruitment administrator) to advise they must revert to the manual ID verification check process. Once the check has been carried out the verifier will then be able to login and enter the details of the ID.

Candidate completes the application form online, either via the app or web browser and is required to submit their ID documentation.

The candidate will be guided through the Digital ID check process on their smartphone/PC and will submit their application for counter signatory.

HR Connect will email the recruiting manager and the candidate once the certificate has been issued. From this notification the manager must arrange to meet with the candidate in person to view the original certificate and complete a verification form.

Where the certificate contains content the recruiting manager must discuss this with the candidate and complete a cause for concern form and get a decision from their AD on next steps. If the appointment is still going ahead the verification process below will need to be followed. If not the manager must advise the recruitment administrator the offer is to be withdrawn.

Where the certificate is clear or following the above content declared process, the manager must attach the completed verification form (and where required cause for concern form) to the recruitment ticket.

The recruitment administrator will update the candidate's DBS check record in iTrent and save copies of ID (if a manual ID check was undertaken) and completed forms in the employee's file.