

Employee Background Checklist

Employee background checks aren't easy, but you must make sure they're carried out properly so you cannot be accused of discrimination or negligent hiring practices.

Checklist

Does the Employee have the right to work in the UK?

This can be checked by asking for their passport, visa or work permit. A failure to do this can result in a £10,000 fine.

Carried out Health checks (if it's a legal requirement for the role)?

Protect yourself by disclosing this requirement in the offer letter and gain written consent to access the employee's doctor records.

Remember you could face prosecution if you refuse to employ someone due to health reasons unless it will stop them from performing in the job.

Driving licence checked?

Certain jobs will also involve particular types of licence so you should ensure they already have this or plan to get it.

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Carried out a CRB check?

These are required by law in jobs that involve interaction with children or other vulnerable people.

You can also check any previous convictions through the Disclosure and Barring Service (DBS) but you cannot refuse to employ somebody based on this if CRB is not required.

Received and read references from previous employers?

Some past employers will only disclose factual information and not write personal references. However, it is important that you establish whether what the employee has claimed is truthful or not about their job and duties

Tip 1: Be upfront!

Ensure you make the degree of scrutiny you will place on applications through background checks clear. This should discourage dishonesty and make your job easier.

Tip 2: Never ask previous employers about personal information

It's basic etiquette to keep it professional. All personal information should be disclosed by the candidate and not their previous employers. If an employer is reluctant to provide a reference or answer some of your questions, this could possibly tell you something.

Tip 3: Be sceptical of claims made by employees in applications.

In 2014 over half of job applications contained inaccurate information or lies so it is a good thing to check the credibility of candidates.

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