

Employment and Security Vetting Guidance Notes

You must complete the Employment and Security Vetting section of the application form (page 2). We need it so we can fulfil our legal duties as an employer and for security reasons. If you leave a section in this part of the application form blank, we will presume that you are answering 'No' to that question. We may check the information you give us and this could include, for example, contacting your professional body or conducting checks on individuals at Company House.

Identity and Nationality

Under the Asylum and Immigration Act 1996, section 8, all new employees must give us documentary evidence that they have the right to work in the UK. Your right to work in the UK depends on several factors. These include your nationality and the terms of your permission to enter the UK. If you are not a British National you should check whether there are any limits on your stay or your freedom to take or change jobs before you apply for a post. If we decide to interview you, we will ask you to bring along to the interview all relevant documentation, which will include proof of your identity and nationality. We will tell you more about this in the letter inviting you for interview.

Criminal Convictions

As part of our equal opportunities policy and to support the rehabilitation of offenders, we may employ people who have been found guilty of a criminal offence. Some of our posts, for example those directly handling money, could place offenders and ex-offenders in a potentially vulnerable position. We therefore ask all candidates to provide the following information and update us while they are employed with us. Remember that you do **not** need to tell us about offences that would be deemed as spent under the Rehabilitation of Offenders Act 1974, unless your profession is exempted.

If you tell us you have a criminal conviction and we believe this could have a bearing on the needs of the post, we will discuss it with you during the recruitment process. If we do not raise it with you during recruitment, you can be assured that we do not consider it affects your suitability for the post.

Legal Aid Applications

If you have a current legal aid application, or have been refused legal aid in the past on grounds other than dishonesty or fraud, this will not affect your application. In the event that you are offered employment, the papers relating to any ongoing case/s can be stored in a restricted access area in

order to safeguard your personal details for confidentiality and data protection purposes.

We check our records to make sure that, because of dishonesty, fraud or any other similar reason, we have not refused or withdrawn legal aid, and that we are not investigating you. Our staff's honesty and integrity is important to the reputation of the Board. If we have refused or withdrawn legal aid on these grounds or we are investigating your case, this may have a bearing on your job application. We may, therefore, reject your job application on this basis.

Professional Bodies

Professional misconduct complaints raised against qualified grades could have a bearing on our recruitment decision. You must, therefore, tell us if there are any pending complaints against you or complaints in the past that have been upheld by any professional bodies of which you are a member.

If you tell us about a complaint and we believe it could have a bearing on the requirements of the post, we will follow this up with the relevant professional body. If we do not raise it with you during the recruitment process, you can be assured that we do not consider it affects your suitability for the post.

Other Interests

As an employee of the Board, your working responsibility is to the Board and its administration. You should not engage in any activity that could impair your work performance, or in any private interest that might conflict with your public duty. In particular, this would include any private work involved in any legal practice or to do with legal aid. It could also include political or personal activities that could give rise to conflicts of interest.

If you declare an interest and we believe it could have a bearing on the needs of the post, we will discuss this with you during recruitment. If we do not raise it with you during recruitment, you can be assured that we do not consider it affects your suitability for the post.