

## Recruitment – Supporting Guidance for Candidates

Thank you for showing an interest in the vacancy we advertised. Before you apply for the role, please read the following notes. We hope you find them helpful.

Your application plays an essential part in the selection process and determines whether you will be shortlisted for an interview. The decision to shortlist you for interview will be based solely on the information you provide in your application in line with the criteria in the job advert and job description for the role. Any information you provide will be treated as confidential.

### Compiling your application for the role

#### Relevant knowledge, experience, and skills

Make sure that if the advert requests a covering letter and a CV that you provide both documents. Ensure your CV covers all the criteria for the role before you send in your application.

Please provide all the information requested, including anything you think is relevant to the job you are applying for. You will need to give us enough information so that we can judge whether you are suitable for the job.

For example, if the job requires experience of report writing, tell us about the type of reports you have written, the main contents and who the reports were for.

You may have relevant experience from activities outside work. This may show the things we are looking for just as much as any work experience. For example, you may have skills and experience from running a club or voluntary group.

#### Qualifications

Ensure where specific qualifications for the position are stated in the advert that you provide details of the relevant examination results, dates, and grades. You will be required to provide evidence of any professional qualifications required for the role.

#### Equal Opportunities Monitoring Form

As an employer, we want to be confident that we understand how our workforce is made up. During the recruitment process you be asked to complete the form although, it is voluntary, but doing so will help us to:

- Ensure that we can identify, tackle and prevent issues that would otherwise prevent engagement with different groups of people
- Ensure our processes are suitable for and reach as wide an audience as possible
- Be able to work together to take advantage of the benefits that a diverse workforce offers and tackle any barriers to equality and inclusion
- Meet our obligations under the Equality Act 2010

All information submitted is protected under the Data Protection Act 2018 (GDPR) and is separated from the selection process and not collated with any information or in a way that makes you identifiable.

It will only be seen by the HR administrator dealing with the recruitment. The shortlisting and interview panel will not see it, and none of the information will be used in the selection process.

### **Applicants with Disabilities**

A disability or health problem does not preclude prospective applicants from consideration for a job, and applications are encouraged from people with disabilities.

If you need help in applying for a role in a different format, please contact our HR department via [hr@ukbiobank.ac.uk](mailto:hr@ukbiobank.ac.uk).

We are also happy to meet any specific requirements for people with disabilities who are asked to attend for occupational assessment or an interview. Please contact the named person on the correspondence sent to you so that we can make suitable arrangements.

### **Employment History**

Ensure any gaps in employment dates are explained. For jobs requiring pre-employment checks, such as an enhanced DBS certificate, ([Disclosure and Barring Service website](#)), you must provide exact dates. If this is required for a role it will be specified on the advert.

Above all, ensure you tailor your CV to meet the requirements of the role.

### **Conditions of job offer**

If you are successful at interview, you will be given an offer of appointment. This offer is subject to:

- i. The receipt of two satisfactory references (see below).
- ii. Receipt of a completed medical declaration form and if required, a satisfactory medical report from our Occupational Health provider of your fitness to undertake the duties of the post.
- iii. Evidence of any required professional qualifications.
- iv. A Standard or Enhanced Disclosure and Barring Service certificate if required for the role.
- v. Evidence that you can be legally employed in this country (i.e., sight of passport and/or visas or work permits as detailed below).

### **References**

You should give the names of two people who can act as referees. One of these people should be your present or most recent employer. We will contact your previous employers or other appropriate organisations for references and will do this for all applicants as part of the job offer stage of the process.

### **National Insurance Number**

The Asylum and Immigration Act 1996 makes it a criminal offence to employ persons who do not have permission to live or work in the United Kingdom. If you are unable to supply a valid NI Number, you will be asked for alternative evidence of your entitlement to live and work in the UK e.g., P45, P60 or passport showing that you are entitled to live and work in the UK, a birth certificate confirming both in the UK or Ireland or a letter from the Home Office confirming that you are allowed to work in the UK.

### **Work Permits**

UK Biobank are a Level A Sponsor with UK Visas and Immigration and can sponsor skilled non-UK nationals to work in the UK under the Skilled Worker visa route by providing a Tier 2 Certificate of Sponsorships. We do not provide financial support towards the cost of a visa. It is a requirement of UK employers that they must try to fill vacancies with applicants who have a right to work within the UK before recruiting overseas applicants.

Tier 2 Certificates of Sponsorship are specific to a particular job and cannot be automatically transferred between employers. If you are unsure whether you require or are eligible for a Tier 2 Certificate of Sponsorship, please visit [www.gov.uk](http://www.gov.uk)

### **Rehabilitation of Offenders**

Under the Rehabilitation of Offenders Act 1974, candidates are required to give details of any convictions which are not spent. In addition, candidates are required to disclose any convictions, cautions, reprimands, or final warnings that are not protected as defined by the Act.

If applicable you are required to give details of any convictions, which are not spent. In addition, you are required to disclose any convictions, cautions, reprimands, or final warnings that are not protected as defined by the Rehabilitation of Offenders Act Exceptions Order 1975 (as amended in 2013) by SI 2013 1198. This will not bar you from applying, it will depend on the nature of the position and the circumstances and background of your offences. Failure to do so may render the candidate liable to summary dismissal.

### **Pre-employment medical declaration**

UK Biobank is committed to the health and safety of its staff. As part of this commitment, every prospective employee is required to complete a health declaration prior to taking up employment.

As UK Biobank is an equal opportunities employer, the medical declaration will not impair an individual's chances of employment with the organisation (unless resulting health or safety problems will be caused for colleagues, clients, or the applicant themselves, and no reasonable adjustments can be made). The form may be reviewed by our Occupational Health provider if this is required to assist with any of the below.

The aim of this process is to:

- i. identify any potential risk to the health and wellbeing of prospective employees, colleagues, and clients

- ii. identify any support needed by employees to perform a job effectively
- iii. identify any disability issues (to pursue Access to Work Funding and comply with the Equality Act 2010)
- iv. identify any potential attendance problems
- v. provide a baseline of health for future reference
- vi. identify the need for ongoing health surveillance including the need to check regularly for early signs of work-related ill health in employees exposed to certain health risks
- vii. comply with health and safety legislation

The medical declaration form is designed to be proportionate to the role applied for and not be lengthy or intrusive. Medical confidentiality will be respected in terms of processing and storage of the submitted information.

### **Relocation Allowances**

Relocation Allowances are available in appropriate circumstances, including legal and agents' fees and removal expenses subject to limits which are reviewed from time to time.

### **Interview Expenses**

UK Biobank do not reimburse interview expenses.

### **Data Protection**

We will process the information that you provide in your application form in accordance with the Data Protection Act 2018 (GDPR). Your application and in addition to any supporting evidence we request from you will be used to facilitate the recruitment process in line with UK Biobank's candidate privacy notice ([insert link](#)).

If you succeed in your application and take up employment with UK Biobank, the information will be used in the administration of your employment with us and to provide information to third parties for the purpose of processing your pay and payslips. We may also use the information if there is a complaint or legal challenge relevant to the recruitment process.

### **The Declaration**

Before submitting your CV and any associated documents/cover letter it is essential that you read and check that the information is true and accurate.

Providing misleading or false information in support of your application for a post will disqualify your application and if appointed could result in your dismissal.