

ARK HOUSING ASSOCIATION LTD (ARK)

DISCLOSURE AND PROTECTING VULNERABLE GROUPS (PVG) POLICY

1. ARK'S VALUES

Our organisational values are the basis for everything that we do from providing housing, care and support to tenants and service users to ensuring safe recruitment processes. ARK believes that everyone should have the opportunity to lead a happy, healthy and safe life. We value:

- the worth of each person
- trusting relationships
- understanding difference
- challenging oppression
- personal and organisational accountability
- caring for our physical environment
- enjoyment

1.2 All ARK policies and procedures are underpinned by our values and we will ensure that they are applied consistently across the organisation.

2. PURPOSE

As ARK provides services to people who are at risk of being marginalised or who feel excluded from their communities, we are committed to implementing safe recruitment practices and have registered with Disclosure Scotland to provide the appropriate level of criminal record checks for successful applicants, students, volunteers and Board of Management members. ARK is also committed to managing the secure handling, use, storage and retention of disclosure information in line with Disclosure Scotland's Code of Practice and in line with the Data Protection Act 1998. This policy details ARK's procedures relating to the Disclosure and PVG process. All applicants, employees, students and volunteers are expected to understand and adhere to this policy.

3. SCOPE

- This policy applies to all applicants, employees, students and volunteers, including Board of Management members.
- This policy complies with the Disclosure Scotland Code of Practice, regarding the correct handling, holding and destroying of Disclosure information provided by Disclosure Scotland under Part V of the Police Act 1997, for purposes of assessing applicants' suitability for positions of trust.
- This policy supports the provisions outlined in the Protection of Vulnerable Groups (PVG) (Scotland) Act 2007.
- This policy complies with the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage retention and disposal of Disclosure information.
- The Rehabilitation of Offenders Act 1974 requires candidates to disclose convictions which are defined as "unspent" in terms of the Act. However many posts within ARK are excluded from the Act as employees support protected adults. All criminal convictions past and pending must be declared on the

application form. Guidelines on the Recruitment of Ex Offenders and full information can be found in ARK's Recruitment of Ex Offenders Policy.

4. PROTECTING VULNERABLE GROUPS SCHEME

The Scottish Government introduced a new membership scheme to replace and improve upon the existing enhanced disclosure arrangements for people who work with vulnerable groups.

The purpose of the Protecting Vulnerable Groups Scheme (PVG Scheme) is to ensure that all individuals who have regular contact with children and protected adults through paid and unpaid work do not have a known history of harmful behaviour.

As of 28th February 2011 individuals who have regular contact with children or protected adults are required by the Scottish Government to become a PVG Scheme member. This scheme replaces the original 'Enhanced Disclosure' check and it is anticipated that the new scheme will be phased in for existing staff over a four year period.

Once the initial application has been processed the individual will be issued with a PVG Scheme Membership Statement.

It is important that the individual retains the PVG Scheme Membership Statement and is able to produce it when requested to do so by a prospective employer. Where an individual applies for a post and is already in receipt of a PVG Scheme Membership Statement, ARK Housing Association will apply for a PVG Scheme Record Update and where there is any vetting information on the update that is not on their Statement, a full PVG Scheme record will be obtained.

The PVG Scheme is a Scottish Government initiative and is managed and delivered by Disclosure Scotland. Under the new scheme it is illegal for an individual who is barred from the PVG Scheme to work with protected vulnerable adults and it is illegal for ARK Housing Association to employ these individuals to work with protected vulnerable adults. For this reason it is essential that individuals register with the scheme prior to commencing employment with ARK Housing Association. Existing employees have a four year period during which to register with the scheme and this will be carried out by ARK in phases. The full cost of this registration process will be met by ARK.

5. BASIC AND STANDARD DISCLOSURES

Applicants who are not in regular contact with vulnerable groups will not be required or permitted to join the PVG Scheme. They will however be expected to undergo a Disclosure Scotland check as required for the post, prior to commencing employment.

There are two Disclosure Scotland checks which may be carried out; basic or standard. The level of check required will be dependant on the role and level of job that the applicant will be undertaking.

6. PRINCIPLES OF PVG CHECKS AND DISCLOSURES

In order to comply with Disclosure Scotland guidelines, all ARK Housing Association employees, students and volunteers including Board of Management members will

have been processed through an appropriate level of Disclosure Scotland check or, where applicable, will have registered to become a member of the PVG Scheme. This will be undertaken and paid for by ARK.

All applicants including students and volunteers will be made aware that any offer of employment, student placement or voluntary work will be conditional upon receipt of an appropriate satisfactory Disclosure Scotland certificate and, where applicable, evidence of PVG Scheme Membership. This is in addition to and is not a substitute for the full range of existing pre-employment checks.

The selection of candidates for interview will be based on skills, abilities, and meeting the criteria set for the post. ARK will ensure that no applicant, employee, student or volunteer is subject to less favourable treatment on unlawful or unjustifiable grounds or is disadvantaged by any condition which cannot be shown to be relevant to performance.

7. USAGE

ARK uses Disclosure Scotland information solely for the purpose for which it has been provided. ARK processes personal data only with the express consent of the individual. ARK will notify the individual of any non-obvious use of the data including further disclosure to a third party identifying the Data Controller, the purpose for the processing and any further relevant details. For further information please see ARK's Openness & Confidentiality Policy and Data Protection Procedure.

8. HANDLING

ARK recognises that, under section 124 of the Police Act 1997, it is a criminal offence to disclose Disclosure Scotland information to any unauthorised person. ARK, therefore, only pass Disclosure Scotland information to those who are authorised to see it in the course of their duties. ARK will not disclose information provided under section 113B(5) of the Act, namely information, which is not included in the disclosure statement, to the applicant.

9. ACCESS AND STORAGE

ARK does not keep Disclosure Scotland information on an individual's file. It is kept securely, in lockable, non-portable storage containers. Access to storage units is strictly controlled to authorised and named individuals who are entitled to see such information in the course of their duties.

10. RETENTION

ARK does not keep Disclosure Scotland information for any longer than is required after recruitment (or any other relevant) decision has been made. In general, this is no longer than six months. This is to allow for the resolution of any disputes or complaints. Information will only be retained for longer than this period in exceptional circumstances and in consultation with Disclosure Scotland. The same conditions relating to secure storage and access will apply during any such period.

Individuals who are required to become a PVG scheme member should ensure that they retain their original Scheme Membership Statement and can produce it upon request.

11. DISPOSAL

Once the retention period has elapsed, ARK will ensure that information produced by Disclosure Scotland is immediately destroyed in a secure manner i.e. by shredding it. ARK will not keep such information, which is awaiting destruction in any insecure receptacle (e.g. a waste bin or confidential waste bin). ARK will not retain any image or photocopy or any other form of the information. ARK will, however, keep a record of the date of issue of the disclosure/PVG statement, the name of the subject, the type of disclosure information requested, the position for which it was requested, the unique reference number and details of the recruitment decision taken.

12. PROCEDURE FOR PROCESSING DISCLOSURE APPLICATIONS

12.1 Roles and Responsibilities

The Human Resources Director is designated Lead Signatory and an appropriate number of counter signatories in ARK will be registered to service the Disclosure Scotland process.

The HR team are responsible for administering ARK's Disclosure Scotland application process. This includes issuing disclosure / PVG scheme application Forms to all successful applicants, students, volunteers and Board of Management members; checking all completed application forms with the appropriate identification, countersigning completed application forms and sending them to Disclosure Scotland.

In addition, the HR team will liaise with Disclosure Scotland where appropriate and will inform the Recruiting Manager of the contents of the PVG Scheme Record or Standard or Basic disclosure. The HR team are also responsible for the secure handling, storage, retention and disposal of all Disclosure Scotland information, in accordance with the above.

The Recruiting Manager is responsible for discussing any disclosure of criminal convictions on ARK's application form with the applicant, student or volunteer to seek further information and to determine the next course of action. Managers are also responsible for making any decisions, pertinent to their teams, based on the information produced by Disclosure Scotland for any applicant, employee, student or volunteer.

The Services Managers are a source of guidance and support for Recruiting Managers in making such decisions.

12.2 Application Stage

All applicants, students and volunteers will be asked to provide details of their criminal record history at an early stage in the recruitment process by completing the relevant section on ARK's application form. This section of the application will be kept in a separate sealed envelope and will only be opened where there has been a delay in obtaining a PVG Scheme Record or Standard or Basic disclosure, where vetting information has been discovered or once in receipt of the PVG Scheme Record or Standard or Basic disclosure.

If a Recruiting Manager needs to discuss with the candidate any disclosure of criminal convictions on their application form then an appropriate risk assessment will be carried out and they must inform HR of their decision.

All applicants, students and volunteers will be asked to complete a disclosure or PVG scheme application form at the appropriate stage in the recruitment process and submit it to HR.

A disclosure or PVG Scheme application form cannot be sent to Disclosure Scotland until all information has been verified and satisfactory identification has been provided.

If, for any reason, during the recruitment and selection process there is a delay of 6 months or more from the receipt of the disclosure or PVG Scheme update and the candidate's start date, the candidate will be required to apply for updated information from Disclosure Scotland and HR will notify them as appropriate.

12.3 Approval of Disclosure Certificates

HR will receive disclosure or PVG Scheme records for all successful candidates, students and volunteers.

HR will inform the Recruiting Manager of the outcome of all Disclosure Scotland information received for their team.

Where an individual will be working regularly with vulnerable adults and it transpires that they have been barred from the PVG Scheme, ARK will be unable to offer / continue to offer employment.

If a decision on the content of the information issued by Disclosure Scotland is required, the Recruiting Manager will consider potential risk to the Association and must then inform HR of their decision.

It should be noted that where an individual has other vetting information on the PVG Scheme record but has not been barred from the PVG scheme ARK may still refuse employment depending on the information presented and the potential risk to the Association.

If the outcome of the decision is to not employ the candidate, the candidate will be informed by the Recruiting Manager and this will be confirmed by HR in writing.

HR will record the outcome of all decisions on the Record of Disclosures.

12.4 Commencement of Employment

Employment/ student placement/ volunteer work cannot commence until an appropriate satisfactory disclosure or PVG Scheme record has been received.

As per The Care Inspectorate guidance, only in exceptional circumstances i.e. where there is significant staff shortages that may put service delivery at risk, the Chief Executive may authorise the commencement of employment prior to a disclosure or PVG Scheme record being received by ARK. The Care Inspectorate will be informed

of the circumstances necessitating this course of action. For an exceptional circumstance to be considered the following must be provided:

A Risk Assessment must be completed by the Recruiting Manager

A clear appropriate level of disclosure or PVG statement must have been received by the candidate within the last six months and they are able to provide a copy of the document. Where the individual will be working with vulnerable adults the individual should possess a Scheme Membership Statement which has been issued within the past 6 months.

The candidate is already working within similar services.

In addition HR must ensure the following has been actioned:

A completed disclosure or PVG Scheme application must have been received

All other pre-employment checks must have been carried out i.e. interview, two references (one from the most recent employer)_including return of all other relevant recruitment documentation

The confidential criminal conviction form will be opened as part of the risk assessment process

If the Chief Executive authorises the appointment without a Disclosure being returned then the following must also apply:

The candidate must not work in a lone working situation and an appropriate level of supervision must be provided at all times until a satisfactory disclosure or PVG Scheme record has been received.

Employment cannot be confirmed (i.e. principal statement of particulars of employment) until the disclosure or PVG Scheme record has been received.

12.5 Existing Employees

It is a condition of employment that ARK completes and receives a satisfactory appropriate level of Disclosure Scotland information for all employees. Disclosure or PVG Scheme applications will be made on a three yearly basis for all staff and this will be tied in with Scottish Social Services Commission registration requirements.

For all internal changes/ transfers HR will only confirm the appointment once they have ensured that a current, satisfactory disclosure or PVG Scheme record is on file.

If relief staff do not carry out any work for ARK for a period of 6 months, the manager will be advised that the individual will be removed from the relief list. If they are to be used at a future date, then a PVG Scheme record update must be obtained before any work was carried out.

A new application must be made for any employee who has returned to ARK's employment after leaving, no matter how brief the break in service.

In the event that ARK becomes aware of information concerning the conduct or behaviour of any worker within ARK, which it genuinely believes could bring ARK into disrepute; or in the event that an incident demonstrates unsuitability for further employment which may trigger the disciplinary process, ARK reserves the right to instigate the Disclosure process in accordance with this policy.

Criminal proceedings including warnings, cautions, reprimands/ convictions gained whilst in employment with ARK must be disclosed. Failure to disclose criminal proceedings including warnings, cautions, reprimands/ convictions that arise during employment could result in disciplinary action.

13. DISCLOSURE TO EXTERNAL AGENCIES

13.1 PVG Scheme

It is an offence for ARK Housing Association to offer regulated work to any individual who is barred from the PVG Scheme. It is also an offence for individuals to take on regulated work once they have been barred from the scheme.

In addition, groups and organisations will be able to make a referral to Disclosure Scotland if they become concerned that an individual has behaved in a harmful way towards vulnerable groups. ARK will follow the guidance laid out by Disclosure Scotland to ensure that all referrals are appropriate and fair.

In instances when vetting or referral information indicates that a person may pose a risk to vulnerable groups, Disclosure Scotland will consider all the information available before deciding whether a person should be placed under consideration for listing on a barred lists. If a person is under consideration for listing, Disclosure Scotland will legally be able to obtain further information from ARK Housing Association.

While under consideration for listing, individuals can continue to work with vulnerable groups but ARK will be notified that their PVG Scheme membership status has changed and may take interim steps where there is a perceived risk to service users.

As part of the PVG Scheme ARK is obliged to pass on information which it reasonably believes may have a bearing on an individual's PVG membership status. This may include where an individual has undergone disciplinary action which may impact on a service user. Reference should be made to ARK's Disciplinary Policy although it must be noted that this list is not exhaustive. It will then be for Disclosure Scotland to decide how to process this information.

If an individual is considered a risk and therefore, unsuitable to work with protected adults Disclosure Scotland will list the individual on the appropriate barred lists. This means that the person will not be able to become a PVG Scheme member in relation to their area of work. It is an offence for a barred person, and for an organisation to permit that person, to undertake such work.

13.2 Scottish Social Service Council (SSSC)

In accordance with the Regulation of Care (Scotland) Act 2001 Section 57A Notification of dismissal to Council, ARK has a duty to inform the Scottish Social

Services Council of any dismissal of a member of support staff on the grounds of misconduct, or if the employee has resigned or has left their job and the circumstances are such that the worker would otherwise have been dismissed for misconduct or dismissal for misconduct would have been considered.

For employees registered with the Scottish Social Services Council (SSSC), if the allegation concerns conduct that could result in the service user being at risk or coming to harm, then any disciplinary action which results in a written warning, final written warning or dismissal will be reported to the SSSC. Allegations such as medication errors or reporting late or finishing early for shift, for example, could potentially result in some risk or harm to the service user and therefore must be reported as outlined in ARK's Disciplinary Policy and Procedure.

For employees who are not registered with the SSSC, If the allegation concerns conduct that could result in the service user being at risk or coming to harm, then any disciplinary action which results in dismissal only must be reported to the SSSC as outlined in ARK's Disciplinary Policy and Procedure.

14. EMPLOYMENT OF CANDIDATES WHO HAVE LIVED OUTSIDE THE UK

A Disclosure Scotland check includes checks on applicants, students or volunteers with addresses from Great Britain and Northern Ireland only.

Where an applicant has lived out with the UK for 3 months or more in the past 5 years they must provide the most comprehensive disclosure (or equivalent) from the country / countries in which they have lived. ARK will reimburse reasonable costs. If the applicant is unable to provide this information they must contact the HR Department.

If an applicant, student or volunteer has lived out with Great Britain and Northern Ireland, ARK may contact Disclosure Scotland for assistance in following the Disclosure procedure for the other countries in which the applicant, student or volunteer has lived.

Applicants who have lived out with Great Britain and who wish to work with vulnerable groups will still be required to register for the PVG Scheme prior to commencing employment.

15. COSTS

ARK will meet the costs associated with applications to Disclosure Scotland as part of ARK's recruitment process and as part of ARK's commitment to 3 yearly review checks.

Where an employee chooses to leave their employment with ARK within 6 months of their start date, ARK will deduct the cost of the PVG from their final salary.

For information, applying for registration with the Scottish Social Services Council (SSSC), involves obtaining a PVG Scheme Membership Statement from Disclosure Scotland.

16. MONITORING

The Disclosure Scotland process will be monitored and the Disclosure Policy will be reviewed and updated accordingly.

ARK is subject to an audit at any given time, without notice, by the Scottish Criminal Record Office (Disclosure Scotland). It is imperative that all employees, students and volunteers follow this and any other policies and procedures relating to disclosures or the PVG Scheme. Failure to do so may lead to disciplinary action up to and including dismissal.

17. LIST OF ASSOCIATED POLICY AND PROCEDURES

[Recruitment and Selection Policy and Procedure](#)

[Recruitment of Ex-Offenders](#)

Data Protection Policy

[Disciplinary Policy and Procedure](#)

Approvals:

Approved by SMT: January 2014

Approved by Resources Sub Committee: February 2014

Approved by Union: January 2014

Next Review: February 2017

ARK HOUSING ASSOCIATION LTD (ARK)

RECRUITMENT OF EX OFFENDERS POLICY

1. ARK's Values

1.1 Our organisational values are the basis for everything that we do from providing housing, care and support to tenants and service users to ensuring safer recruitment processes. ARK believes that everyone should have the opportunity to lead a happy, healthy and safe life. We value:

- the worth of each person
- trusting relationships
- understanding difference
- challenging oppression
- personal and organisational accountability
- caring for our physical environment
- enjoyment

1.2 All ARK policies and procedures are underpinned by our values and we will ensure that our prospective employees are treated fairly, consistently and in line with ARK's values.

2.0 Purpose of Policy

2.1 ARK is committed to equality of opportunity, to following best practice, and to providing a service, which is free from unfair and unlawful discrimination. ARK will ensure that no applicant or member of staff is subject to less favourable treatment on the grounds of:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race (which includes colour, nationality and ethnic or national origins)
- Religion or belief
- Sex
- Sexual orientation

ARK will also ensure that no applicant or staff member is disadvantaged by any condition, which cannot be shown to be relevant to performance.

3.0 Scope of Policy

- 3.1 ARK complies fully with the Code of Practice, issued by Scottish Ministers, in connection with the use of information provided to registered persons and other recipients of information by Disclosure Scotland under Part V of the Police Act 1997, for the purposes of assessing applicants' suitability for positions of trust.
- 3.2 ARK will undertake to treat all applicants for positions fairly and not to discriminate unfairly against the subject of a Disclosure Scotland check on the basis of conviction or other information revealed.

4.0 Disclosure Scotland

ARK is committed to implementing safe recruitment practices and have registered with Disclosure Scotland to provide the appropriate level of criminal record checks for successful applicants, students, volunteers and Board of Management members. The type of Disclosure check required is dependent on the nature of the job role and may be either a standard or basic disclosure.

4.1 Protecting Vulnerable Groups (PVG) Scheme

Following the introduction of the Protection of Vulnerable Groups (PVG) (Scotland) Act 2007 the Scottish Government introduced a new membership scheme to replace and improve upon the existing enhanced disclosure arrangements for people who work with vulnerable groups. This membership scheme is known as The Protecting Vulnerable Groups (PVG) Scheme. Where an individual will be working directly with vulnerable individuals a PVG record / update will be requested from Disclosure Scotland in place of the previous enhanced Disclosure. It is an offence for ARK to employ an individual in such a post who has been barred from working with vulnerable groups.

5.0 ARK Commitments

- 5.1 ARK actively promotes equality of opportunity for all (with the right mix of talent, skills and potential) and welcomes applications from a wide range of candidates, including those with criminal records. The selection of candidates for interview will be based on skills, qualifications and experience.
- 5.2 ARK will request the appropriate level of Disclosure or PVG Scheme record / update for all positions and will ensure individuals are made aware of the policy prior to them being offered the position.
- 5.3 Where a Disclosure Scotland check is to form part of the recruitment process, ARK will require all applicants selected for interview to provide details of their criminal record at an early stage in the application process. We ask that this information be sent under a separate, confidential cover, to a designated person within ARK and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
- 5.4 All information will be handled and stored in full compliance with the Data Protection Act 1998.
- 5.5 In line with the Rehabilitation of Offenders Act 1974, ARK will only ask about convictions which are defined as "unspent" in terms of that Act, unless the nature

of the position is such that we are entitled to ask questions about an individual's entire criminal record.

- 5.6 At interview, or under separate discussion, we undertake to ensure an open and measured discussion on the subject of any offences or other matters that might be considered relevant for the position concerned. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- 5.7 ARK will undertake to discuss any matter revealed in a Disclosure Scotland check with the individual concerned before withdrawing a conditional offer of employment.
- 5.8 ARK will ensure that all employees involved in the recruitment process will be suitably trained to identify and assess the relevance and circumstances of offences. ARK will also ensure that they have received appropriate guidance and training in the relevant legislation relating to employment of ex-offenders (e.g. Rehabilitation of Offenders Act 1974).
- 5.9 ARK undertakes to make every subject of a Disclosure Scotland check aware of the existence of the Code of Practice, and to make a copy available on request.

HAVING A CRIMINAL RECORD WILL NOT NECESSARILY DEBAR ANY CANDIDATE FROM WORKING WITH ARK HOUSING ASSOCIATION LTD. THIS WILL DEPEND ON THE NATURE OF THE POSITION, TOGETHER WITH THE CIRCUMSTANCES AND BACKGROUND OF THE OFFENCES.

This policy should be read in conjunction with [ARK's 'Disclosure and Protecting Vulnerable Groups \(PVG\) Policy \(HR02\)](#)

1.1 Approvals:

1.2

Approved by SMT:	January 2014
Approved by Resources Sub Committee:	February 2014
Approved by Union:	January 2014
Next Review:	June 2015

Original Documents Required by New Employees

All potential employees must provide the following when attending an interview for a job with ARK Housing Association:

1. ID REQUIRED FOR DISCLOSURE / PVG SCHEME CHECK

- One item from each of the following lists must be provided, if the candidate is unable to do this please contact the HR team.
- Each item provided must be photocopied and certified (i.e. a qualified member of staff must write the following on each photocopy: *"I certify that this is a copy taken from the original [passport/ birth certificate etc] by [print name]."* This must then be signed and dated by the same staff member.

<u>Photographic ID</u>		<u>Address Related ID</u>		<u>Birth Certificate</u>	
<u>Please Tick</u>		<u>Please Tick</u>		<u>Please Tick</u>	
	Current Passport		Bank Statement		Full Birth Certificate
	Current European Identity Card		Gas Bill		
	Current Photographic Driving Licence		Electricity Bill		
	Citizen Card		Landline Telephone Bill (Not Mobile)		
	Young Scot Card		Mortgage Statement		
			Rent Statement		
			Council Tax Bill		

2. PROOF OF ELIGIBILITY TO WORK IN THE UK

List 1

- **one** of the **original** documents listed below:
 - a passport showing that the holder is a British Citizen, or has a right of abode in the UK
 - a document showing that the holder is a national of a European Economic Area country (see table below). This must be a national passport or national identity card.

Austria	Estonia	Iceland	Luxembourg	Romania	UK
Belgium	Finland	Ireland	Netherlands	Slovakia	
Bulgaria	France	Italy	Norway	Slovenia	
Cyprus	Germany	Latvia	Malta	Spain	
Czech Republic	Greece	Liechtenstein	Poland	Sweden	
Denmark	Hungary	Lithuania	Portugal	Switzerland*	

(*Switzerland is not part of the European Economic Area but nationals enjoy the same rights in relation to living and working in the UK)

- A residence permit issued by the Home Office to a national from one of the countries listed above.
- A passport or other document issued by the Home Office which has an endorsement stating that the holder has a current right of residence in the UK as the family member of a national from a country listed above who is resident in the UK.
- A passport or other travel document endorsed to show that the holder can stay indefinitely in the UK, or has no time limit on their stay.

- A passport or other travel document endorsed to show that the holder can stay in the UK and that this endorsement allows the holder to do the type of work you are offering if they do not have a work permit.
- An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.

OR

List 2

Two of the **original** documents in the combinations given in the following list:

First Combination

A A document giving the person's permanent National Insurance Number and name. This could be a P45, P60, National Insurance card or a letter from a Government agency.

Plus one of the following:

- B a full birth certificate issued in the UK, which includes the names of the holders parents, OR
- C a birth certificate issued in the Channel Islands, the Isle of Man or Ireland, OR
- D a certificate of registration or naturalisation stating that the holder is a British Citizen, OR
- E a letter issued by the Home Office to the holder which indicates that the person named in it can stay indefinitely in the UK, or has no time limit on their stay, OR
- F an Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay indefinitely in the UK, or has no time limit on their stay, OR
- G a letter issued by the Home Office to the holder which indicates that the person named in it can stay in the UK, and this allows them to do the type of work you are offering, OR
- H an Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay in the UK, and this allows them to do the type of work you are offering.

Second Combination

A A work permit or other approval to take employment that has been issued by Work Permits UK.

Plus one of the following:

- B a passport or other travel document endorsed to show that the holder is able to stay in the UK and can take the work permit employment in question, OR
- C a letter issued by the Home Office to the holder confirming that the person named in it is able to stay in the UK and can take the work permit employment in question

3. SVQ OR EQUIVALENT QUALIFICATION CERTIFICATE (IF APPLICABLE)

Copy of the Qualification Certificate

- This must be checked, copied and certified by a qualified member of ARK staff to confirm that it is an original SVQ or equivalent qualification certificate. The staff member should send it to head office to be placed in the successful candidates file.

4. ACCESSION WORKER CARDS

Where an individual is from one of the following countries:

- Bulgaria
- Romania

a qualified member of ARK staff must copy either the accession worker card or proof of exemption. This permission to commence employment must be sought from the Home Office by ARK before employment commences.

Please note that there are limited exceptions to this, please contact the HR Department to discuss this further.