New Starter Process for Security Employees with effect from 1st April 2019

Candidate successful at interview stage

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Hiring Manager to check new starters are eligible to work in the UK

Documents to be checked include UK passports, birth certificates, biometric card, or passport with visa

Please see Home Office guidance Employers rights to work checklist - List A and B

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Login to RightCheck app on smart phone device to take pictures and submit the following documents;

Picture of applicant, Passport/Birth Certificate, Biometric Card or Passport with Visa, NI document, proof of address dated within 3 months and SIA licence

Ensure all documents are complete in full and that all ID documents are checked before submitting on the RightCheck app.
P45 or HMRC Starter Checklist should be sent directly to payroll to be processed

Please note that online vetting application/link should not be completed until right to work has been approved by HR
Please note that you are no longer required to submit PO's for security vetting

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Hiring manager to email new starter form and ABM application form to UKHR Inbox

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Right to work will be checked and approved by HR within 48 hours

A notification of approval will be sent to your Rightcheck account and an email from HR will be sent to the Hiring Manager to confirm that security link can be created via Staff Vetting Portal

UNDER NO CIRCUMSTANCES IS THE APPLICANT ALLOWED TO COMMENCE EMPLOYMENT UNTIL HR EMAILS AUTHORISATION TO CONFIRM PRELIMINARY SECURITY CHECK AND RIGHT TO WORK CHECK HAS BEEN COMPLETED

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Once preliminary security check has been confirmed by Staff Vetting, HR will email the Hiring Manager for confirmation of start date

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HR will send the offer letter and contract to the new applicant upon receipt of start date

Version 2 – 05.03.2019