**Pre-Employment Checks**

There are often two stages to the above, qualification and membership verification and AccessNI. To understand more about these stage please read this document in full.

Qualifications

Where a particular qualification is required within a Candidate Information Booklet (CIB), qualifications must be provided in order to progress through pre-employment screening and in order for a start date to be confirmed. The same process occurs when membership to a professional body is required.

AccessNI

The level for which clearance is required is job specific and will be detailed the CIB.

The AccessNI code of practice can be accessed via [www.nidirect.gov.uk/accessni(external link opens in a new window / tab)](http://www.nidirect.gov.uk/accessni). For more information, the address of the AccessNI website is:  [http://www.accessni.gov.uk/(external link opens in a new window / tab)](http://www.accessni.gov.uk/). Those applicants who are being considered for appointment will be contacted by HRConnect, normally after interview/test, and will be asked to complete the AccessNI application form.  Please note that a request to complete this form should not be seen as a guarantee of an offer of appointment.  Failure to complete the application form and return it within the specified time will be regarded as ‘no longer interested in the position’ and your application will be withdrawn.

You should not put off applying for a post because you have a conviction. We deal with all criminal record information in a confidential manner and information relating to convictions are destroyed after a decision is made. Further information regarding policy on the recruitment of ex-offenders and the vetting process is available at [www.nicsrecruitment.org.uk(external link opens in a new window / tab)](http://www.nicsrecruitment.org.uk/) in Recruitment Policy and Procedures manual.

Security Policy for AccessNI Disclosure Information is available at [www.nicsrecruitment.org.uk(external link opens in a new window / tab)](http://www.nicsrecruitment.org.uk/) under Useful Information.