

# Compliance Frequently Asked Questions

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### **Q1: Will I need to be screened before I start working through Morgan Hunt?**

Yes, you will. Your Morgan Hunt consultant will explain what is required before you attend our offices for your registration interview.

### **Q2: Is compliance screening compulsory for all clients and roles?**

Yes. Before introducing or supplying you to a client we must meet our legal obligations. We must confirm and verify:

- your right to work in the UK
- your identity <https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-dbs-check-applications-from-3-september-2018>
- your employment history, including validation of any gaps in employment and at least 2 references to cover at least 2 years' work and/or compulsory education (reference requirements can change from sector to sector and role to role so you may be required to provide references for longer periods as the role/sector you are seeking work in requires e.g. we must provide 3 years' referencing for all NHS roles and 5 years for social care – your Morgan Hunt consultant will advise you accordingly); and
- any qualifications you have or are required to have.

Your consultant will need to see originals of all documentation, e.g. documentation required to confirm your right to work and identity and will confirm qualifications direct with the awarding body.

### **Q3: Why do I have to provide my original Documents when I meet my consultant?**

When it comes to compliance, everything Morgan Hunt does is put in place to ensure that we meet Home Office, Professional Registration Body regulations and contractual requirements as set out by the frameworks/contracts that Morgan Hunt have signed up to. This requires us to ensure that we meet all of our candidate sand sight original documentation.

### **Q4: How long does compliance screening take?**

The length of time screening takes will depend on the following:

- The types of checks required for the role[s] for which you are applying and your readiness with the information required;
- The time taken for any external bodies with which we are required to verify your suitability e.g. the Disclosure & Barring Service, any professional body through which you are qualified etc to respond to an application for verification.

The more prepared you are, the more efficient and speedier the compliance process will be. Please try to ensure you have assembled all your supporting documents, and allowed enough time to attend our offices for your registration interview before you wish to start work so that your screening is completed in good time. The average turnaround times for compliance screening vary, depending on what is required, but can take up to two or three weeks to complete.

### **Q5: How soon will I be able to start working?**

This is greatly determined by how quickly you can provide the relevant documents to meet the compliance requirements. Your consultant will provide you with thorough instructions and will be available to support you through the compliance process. There is also an in-house compliance team available if you have any queries.

### **Q6: What will happen once my compliance requirements are met?**

Your consultant will get in touch to inform you that your file is fully compliant and to discuss your availability. Once the Compliance Team have reviewed your file, your consultant will be able to discuss suitable opportunities with you. So it is a good idea to keep an eye out for any calls or emails from us!

### **Q7: If I live too remotely to reasonably get to the Morgan Hunt offices to register or for a Morgan Hunt consultant to meet me at a reasonable half way point what can I do?**

We will always aim to give you a face to face interview. If in exceptional circumstances a face to face meeting is not possible, your Morgan Hunt consultant will interview you via a video conferencing facility such as Facetime or Skype. However, you will also need to get your compliance documentation verified by a third-party professional before sending or scanning it in to us. In order to do this, you will need to take them to an individual on the following list. Each page of each copy of each document must be marked with the the endorsement below:

- Accountant,
- Barrister, Solicitor or Legal secretary (fellow or associate member of the Institute of Legal Secretaries and PAs),
- Doctor, Dentist, Nurse (RGN and RMN), Optician or Pharmacist,
- Director/ manager/ personnel officer of a VAT – registered company,
- Fire service official, Funeral director or Insurance agent (full time) of a recognised company,
- Local government officer,
- Officer of the Armed Services or Police officer,
- Social worker or Salvation Army Officer,
- Teacher or Lecturer

The verification endorsement should read:

I certify that this is a true copy of the original and that I am satisfied the person presenting this document is the individual to whom it relates:

Signed:

Name:

Profession:

Dated:

**Q8: I have lived outside the UK within the past 5 years. Will this mean that extra checks are needed?**

You may be required to have an international credit and criminal check. Your Morgan Hunt consultant will explain the specific level of screening needed by both the client and the requirements of the job. Please be aware that some overseas checks can take up to 6 weeks, which may delay the date you can start work. In some cases, these checks may be done directly with the client and if you have lived in the UK within the past 12 months you could be allowed to start work with checks pending.

**Q9: Why do I need to provide you with an Overseas Police Check?**

The DBS in the UK can't access criminal records held overseas and therefore a DBS check may not provide a complete view of an applicant's criminal record if they have lived outside the UK. If you have been outside of the UK for 6 months or more, continuously in the past 5 years, then an overseas police check/s will be required. Please follow this link for more information about how to gain this:  
[www.gov.uk/government/publications/criminalrecords-checks-for-overseas-applicants](http://www.gov.uk/government/publications/criminalrecords-checks-for-overseas-applicants)

**Q10: What supporting documents will I need if I have lived outside the UK or had gaps in my employment?**

The most commonly requested documents are copies of emails evidencing job searches, travel stamps, booking confirmations, boarding passes, bank statements, job seeker's allowance letters, birth/marriage certificates (if covering a gap), personal references and volunteering references. Please note that this list is not exhaustive.

**Q11: What happens if I don't want you to contact my current employer for a reference at the moment?**

Please make your consultant aware that you do not want them to contact your current employer and explain the reasons for this. Your consultant will need you to provide evidence of your current employment in the form of payslips, invoices, P60 or contract. We will need to seek a reference from your last role before placing you into a new one so you will need to inform us when you have told your current employer you are leaving so that we are able to approach them for a reference at that point.

**Q12: Who can act as a personal referee?**

Your personal referee must:

- have known you for at least 5 years
- not be related to you (or in a relationship with you) and
- be able to reply to us from a work email address.

Ideally this person will be a registered professional, but what is acceptable will often be determined by client or sector requirements and you will be advised accordingly at the time you are being screened.

### **Q13: If I have a criminal conviction do I need to declare it?**

The Morgan Hunt registration form specifically asks whether you have any criminal convictions. If you do and your conviction is 'unspent' you will need to declare it on the registration form and in the registration process. You may be asked to explain the circumstances and we will advise you if it is likely impact your suitability for the role. For full guidance as to whether you have a 'spent' or 'unspent' criminal conviction and whether you must declare it, you can find the information you need at the following link:- [Guidance on Rehabilitation of Offenders Act 1974](#).

Criminal checks for unregulated roles will be a basic level check through our compliance provider, GB Group plc.

For regulated roles, you will be asked to complete either a Standard or Enhanced check through the GB Group plc.

For more information on these please click on the following link:- [Disclosure & Barring Service](#)

### **Q14: If I am on the DBS Update Service – do I have to show you my original DBS Certificate?**

To enable Morgan Hunt to complete a status check on DBS, we have to comply with the following statement:

You can check the security features of a DBS certificate to make sure it's genuine. You must be able to say 'yes' to the following questions before you carry out a status check. If you answer 'no' to any question you can't carry out a status check:

- have you seen the applicant's original certificate?
- have you checked their ID to confirm their identity?
- do you have the applicant's permission?
- are you legally entitled to the same level of DBS certificate – standard or enhanced?
- does the DBS certificate only contain the exact workforce that you are entitled to know about for the role you are recruiting for?

### **Q15: What checks are carried out into my educational background?**

In most cases checks will be carried out against the highest completed educational qualification, regardless of when this was completed. In some cases we may be required to verify all your education history if it was completed within the past 5 years referencing period. If you completed your training or qualifications overseas, please put the grade obtained on the certificate and not the UK equivalency because this can cause confusion during the verification process. In some cases, your educational establishment may not still hold a record of your attendance and grade[s], so please bring your original certificates and transcripts with you to your registration interview.

For UK based Universities and Colleges, please follow this link: [Higher Education Degree Datacheck](#)

### **Q16: Which Professional Qualifications do you verify?**

Any qualifications required for the role will be specified in the job advert or job-description. E.g.

- For teaching roles: QTLS qualification
- For qualified social work: HCPC registration
- For Accountants: CIMA or ACCA qualifications
- For HR Professionals: CIPD qualifications
- For Solicitors: current practicing certificates or SRA Practicing certificate number

If you are unsure whether the qualifications on your cv are relevant and sufficient, please discuss this with your Morgan Hunt consultant. As part of all levels of screening we complete, we will be verifying this directly with the awarding or registered body. These checks are subject to external timeframes so if we are carrying out an international check these may take longer to obtain. If you have taken part in any relevant part-studied courses, have any relevant lapsed memberships or relevant qualifications for which you did not receive certification please ensure you inform us. Please bring your original certificates and transcripts with you to your registration interview.

### **Q17: What should I do if I have specific Health and Safety requirements or I need reasonable adjustments made to my working environment in order to be able to attend an interview or perform a role?**

Please declare any Health and Safety requirements you may have on your registration form and also let your consultant know before you attend any interviews. Morgan Hunt will assist you in sourcing specialist equipment or any reasonable adjustments you may need in order to enable you to carry out your role.

### **Q18: Do I need to provide other personal information, bank details, date of birth, etc?**

No, not at this stage. Hopefully we will go on to place you in an assignment and at that stage we will ask for more information in order to put you on our payroll and get you paid.