

Operational Procedure 33a

Disclosure Check Procedures

Responsible Officer	Service Manager – Housing Business Support						
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Amendment and Authorisation Record

Disclosure Check Procedures

Date	Author	Paragraph ref:	Nature of change	Authorised by
Undated.	-	n/a	First Revision.	-
07/04/06	DLT	n/a	Revision 1.2 - OP2 Documentation standards upgrade.	DLT

DISCLOSURE SCOTLAND PROCEDURES

1. When recruiting for Housing Support Workers, following advice from Personnel the successful applicant now requires to be disclosure checked.
2. To enable us to speed up this process, at the time of interview letters being sent to the successful shortlisted applicants, a Disclosure Scotland Application must be sent to them for them to complete and bring back with them to their interview with two forms of identification.
3. Please ensure that the accompanying letter is sent with the form with a note of the barcode number as our reference. The letter can be found in
o:/ad&strat/recruitment/disclosurechecks/accommpletter
4. Also please ensure that the spreadsheet is completed with a note of the barcode number and the applicants name, address and post number of the post they are being interviewed for.
This sheet can be found in o:/ad&strat/recruitment/disclosure checks/barcodes
5. The Disclosure Application will only be sent to Disclosure Scotland for the successful applicant. We will inform all applicants at the time of interview and again in their regrets letter that if they are unsuccessful then we will destroy their form.
6. A separate regrets letter has been made for Housing Support Workers
o:/ad&strat/recruitment/interview/R25hsw