Mersey and West Lancashire Teaching Hospitals NHS Trust

LEAD EMPLOYER...

Pre-employment booklet

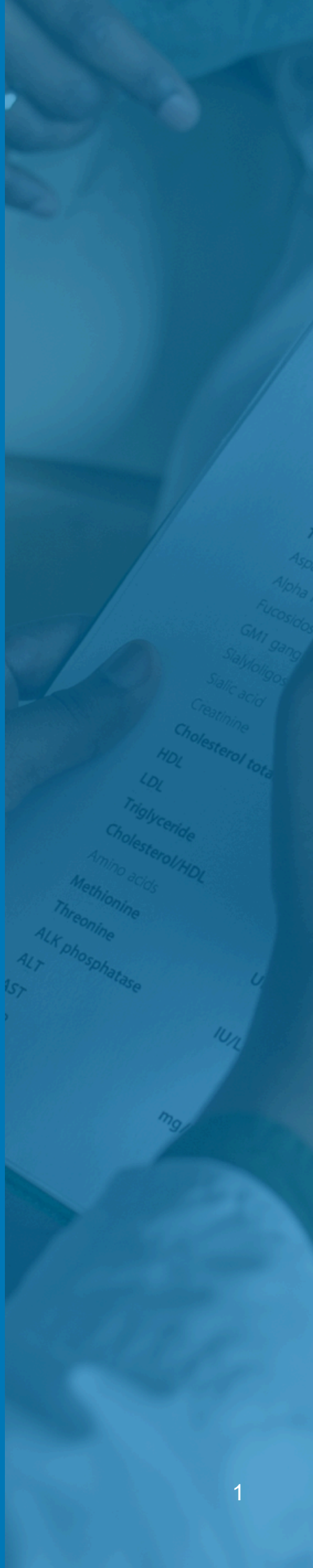
Dental Core

Document name: Pre-employment Booklet Dental Core
Version: v1.0
Date: November 2026

2026

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Welcome

to Lead Employer

Hello and welcome to Lead Employer. Firstly, we would like to say congratulations on commencing your pre-employment journey for your specialty training programme.

As you begin your time in training with Lead Employer, we would like to introduce you to our Medical Director, Professor Andrew Rowland OBE.



Professor Andrew Rowland has been the Lead Employer Medical Director since early 2019, working closely with NHS England as well as Post Graduate Deans across the country to make sure that we, as your employer, are providing the correct support and guidance during your time in training. Here he wishes all new Lead Employer colleagues the best of luck as you commence your time in training.

"I would like to send you all a friendly and genuine welcome to the Lead Employer. We're really pleased that you'll be training with us over the next few years of your programme and want to reassure you that we will be here for you every step of the way throughout your training journey.

We have an incredibly experienced team here at Lead Employer, with experience in HR, pay, wellbeing support plus so much more and we can't wait to support you so that you are able to fully progress in your future careers.

Our pre-employment booklet will provide you with useful information and resources as you start your pre-employment journey so please take some time to read through and take note of important contact details.

Once again, I would like to wish you the best of luck as you embark on your training and please remember, we are your employer and we are here to support you!"

Professor Andrew Rowland OBE

Your training
with Lead Employer

A very warm welcome to Lead Employer. Part of Mersey and West Lancashire Teaching Hospital Trust, Lead Employer currently employs circa 13,000 colleagues-in-training who are based across eight regions within the UK, including the North West, West Midlands, East Midlands, East of England, Thames Valley, London and the South East, South West and Yorkshire and Humber.

During your time in training, we will be your only employer and that means one contract, one point of contact for all employment queries and therefore one less thing for you to worry about!

Throughout your training we will support you with:

- A range of HR queries
- Policies and forms
- Pay support
- Wellbeing support
- Plus so much more!

We liaise with both your host organisation and NHS England to ensure you are supported in the right way.

Your host organisation will provide your training environment, as well as local supervision and management.

NHS England will provide supervision and monitor progress of your training, ensuring consistency with the handling and resolution of concerns relating to capability and health.

Please note, throughout your training, Lead Employer will communicate important updates to you **via email**. It is therefore imperative that the most up to date email address for you to receive updates from us is **accurate and up to date within our Trac and ESR** (Electronic Service Record) systems.

For more information and guidance on this process, **please visit our website.**



Your pre-employment Journey

Here at Lead Employer, our dedicated team will guide you throughout the process of your pre-employment checks and request all relevant documents to process these required checks, ranging from DBS clearance, ID checks to requesting references.

As you begin your pre-employment journey please note that all correspondence with our team will be done so via **TRAC systems**, which allows you to upload all of your required documents and have direct contact with the relevant team processing your individual checks.

In order for our team to fully process all of your pre-employment checks, it is essential that the following is completed:

1. Full medical clearance
2. Satisfactory Disclosure (DBS) check
3. Verification of ID
4. Verification of Right to Live and Work in the UK
5. Qualifications / Evidence of GMC/GDC registration and GMC Licence to Practice
6. Employment History and References
7. GMC Welcome Event Evidence of attendance

Additional required documents will also include the following:

- New Starter Form
- Information Sharing Agreement
- DBS Consent and Declaration Forms
- Application Declaration

Please note: above additional documents will now be sent via link with your offer letter, complete via logging into trac jobs.

Take a look at our pre-employment checklist for more information on all of the documents we require.

Where possible please ensure that you have renamed your attachments to the relevant document name prior to sending them to us, this is to ensure swift clearance once being worked on.



Systems

As part of your offer into your Specialty Training post, it is a requirement to access a number of systems to support you both during pre-employment and employment. Below are the various systems and their purpose:

- **Oriel:** National recruitment tool, On-boarding receive application details from NHSE
- **TRAC:** Offer of employment, DBS Application and pre-employment checks
- **IDSP & DBS:** Verifile are used as part of on-boarding and DBS renewal
- **COHORT:** Heath Work and Wellbeing medical questionnaire for pre-employment and management referrals
- **Loop:** Exception reporting
- **Easy Expenses:** Business mileage claims
- **ESR:** Employee Self Service to manage your own data
- **TIS:** NHS England (NHS ENGLAND) national information system programme (currently TIS is not available in all NHS ENGLAND areas)

Pre- Employment via Trac

To send documents to us please reply to any email that we have sent to you via Trac ***(earliest email would be your Offer Letter)*** and attach your documents. This will then be received into your Trac account and direct to your administrator for them to process.

How to use Trac to communicate with us

Please take a look at our handy how-to video that shows you how to respond via TRAC systems. All correspondence will come through your email via TRAC as the sender and our video will show you how to directly respond with all required information.

https://leademployer.merseywestlancs.nhs.uk/contacting-us---trac

Further pre-employment information can be found at our website: **https://leademployer.merseywestlancs.nhs.uk/your-pre-employment-journey**

Pre-employment

Identification (ID) checks

ID Requirements

The full list of recommended forms of documentary evidence for proof of identity can be found in Appendix 1 (page 10) of the **NHS Employers Employment Check Standards – Identity**. We have included below some examples of accepted ID:

- 2 x photo ID and 1 x UK address ID

or

- 1 x photo ID and 2 x UK address ID

Accepted Photo ID

- Passport
- Driving licence
- Biometric Residence Permit (BRP)

Accepted Proof of UK address

- Utility bill
- Bank or credit card statement
- Council tax statement

Please note: Proof of UK address must be dated in last three months and not be an internet download.

Verified ID - all photographic & proof of address are required to be verified





Pre-employment

Identification (ID) checks

Verifile

Lead Employer uses an Identity Service Provider (IDSP). Along with your offer letter, you will receive a link to complete your verified ID check via an IDSP; this will be carried out through Verifile.

You will be required to take photographs of your documents using the link provided and follow the instructions to complete the ID check. This is then sent directly to the On-Boarding Team for processing.

This service is used for either a full DBS check (including ID verification) or a digital identity check only. For the digital identity check only, this service costs **£47.98**.

If you are unable to use IDSP due to document type, please see below:

You may receive notification that your IDSP check has not been successful. In this case, your ID documents and proof of UK address (dated within the last three months) will need to be verified (stamped and dated). This can be completed at a number of local **Post Office branches**.

We are unable to accept ID documents unless they have been verified.

Please note there is a charge for this certification service, which is currently **£12.75** for up to three documents.

Virtual ID meeting

All colleagues-in-training will be required to attend a virtual ID meeting. This meeting will last a few minutes. You will need your photographic ID and proof of address to hand, as your administrator will take a screenshot of you with your ID documents.

Where applicable, you will also be required to forward evidence of your visa application to Lead Employer via Trac.

Pre-employment

Disclosure Barring Service (DBS) checks

All posts will require a satisfactory police check, which is undertaken in accordance with the Police Act 1997, part V, by the Disclosure and Barring Service (DBS) who provide a service called 'Disclosure'. The type of Disclosure required for this post is an Enhanced Disclosure.

Applicants who are subscribed to the DBS 'Update Service' at enhanced level must provide a copy of their DBS certificate and consent for a status check to be undertaken (on completion of the New Starter forms via Trac consent is given for this check).

Applicants who do not currently subscribe to the Update Service at the enhanced level are required to undertake a new enhanced DBS (payment for this will be taken from your salary - the current cost is £56.98).

You are obliged as a condition of your employment to inform the Lead Employer of any status changes to your DBS clearance including:

New convictions, cautions, reprimands or warnings are identified, or any amendment or change to a current conviction, caution, warning or reprimand are identified any new, relevant police information is identified.

DBS check application is submitted electronically. Please go to the link provided in your offer letter and complete the details. You can check the status of your DBS application here **https://www.gov.uk/guidance/track-a-dbs-application.**

By clicking on the link to complete a DBS Check, you are giving Lead Employer permission to apply for this check on your behalf and the cost will be taken from your first salary payment and you acknowledge that if you choose to withdraw from the placement during your checks, and we have already completed and processed your DBS, you will be held financially responsible for the full cost of the DBS.

You are required to send a copy of your DBS certificate on receipt.

All applicants are also required to complete and return the DBS Declaration and Consent form found within the New Starter Paperwork on Trac to be completed electronically within two weeks of receipt of your Conditional Offer letter.

Pre-employment

Disclosure Barring Service (DBS) checks

Verifile & DBS

Lead Employer has recently launched a new Disclosure and Barring System in partnership with Verifile. This system may be used as part of your pre-employment checks.

You may have received an email from **hello@verifile.co.uk** with log in details.

This is not email spam and you are required to carry out the steps detailed in the email.

Your log in details are valid for 28 days from the date in this email. If you are unable to complete the application form within this time frame, please make your on-boarding administrator aware.

Pre-employment

Right to Live and Work checks

Your offer of appointment is subject to your right to live and work in the UK. We require a verified copy of your passport, if applicable your Right to Work share code with which we can perform an online check or copy of your Home Office Letter detailing EU Settlement Status.

https://www.gov.uk/prove-right-to-work/get-a-share-code-online

If you do not hold a UK passport, we can accept your birth certificate supported by evidence of your permanent National Insurance number in a formal document such as a payslip or P60 from a former employer or a letter from the Home Office. If you are currently applying for a visa and your documents are in the possession of the Home Office, you will be required to provide evidence of this in the form of either a letter from the Home Office or the receipt confirming your payment to the Home Office.

You must have started in post within 28 days of receipt of your Skilled Worker Visa. Failure to start within the required time will result in your visa being retracted as per Home Office Guidance. The NHS England Overseas Sponsorship team, have developed a step by step guide to making an application which includes the ongoing requirements of Sponsorship. This can be found in the Frequently Asked Questions section, which can be found here.

Please note that from the 1st January 2021 a new immigration system was introduced by the Home Office known as the 'Skilled Worker Route' replacing the 'Tier 2' sponsorship process.

Due to the recent changes regarding removal of the temporary Right to Work provisions which were implemented in response to COVID-19.

Lead Employer are required to complete a face to face meeting to complete your right to work check.

You will be required to attend an MS **Teams meeting** so we can check your Right to Live and Work once we have received your documentation (Passport, Birth Certificate & Visa if applicable), This check will be conducted via Teams and will be arranged by your administrator.

Pre-employment

Right to Live and Work checks

Certificate of Sponsorship (COS)

If you require sponsorship and your current visa is not sponsored by NHS England (previously HEE), then you will need to apply for a new Skilled Worker visa sponsored by NHS England. You must obtain your NHS England sponsored BRP before you commence your training.

Please forward a copy of your Certificate of Sponsorship upon receipt, to Lead Employer via Trac.

On applying for new NHS ENGLAND sponsored Visa you are required to forward evidence of your Visa application to Lead Employer via Trac.

Pre-employment

Changes to Biometric Residence Permit (BRPs)

The way in which Biometric Residence Permit (BRP) holders evidence their right to work changed on the 6th April 2022, BRP holders now evidence their right to work using the Home Office online service only, presentation of a physical document will no longer be acceptable.

The concession to allow applicants to commence training pending a visa decision ended on 4th October 2022.

The removal of the concession impacts anyone who has been or will be issued a CoS after **4th October 2022**. This means that as the trainee's new employer, we will be unable to allow them to commence in post until we have confirmation of the issuing of their new VISA which will likely be via a share code under the new provision.

Up until 4th October 2022 the concessions enabled Lead Employer to allow a trainee to commence in post providing they had evidenced a copy of their certificate of sponsorship and evidence of their completed VISA application being submitted. As this provision has now been removed, it is likely that this will have an effect on not only new starters but any trainees who need to reapply for their VISAs following a period of out of programme.

Please see below link for the full government guidance regarding the above: **Coronavirus (COVID-19): advice for UK visa applicants and temporary UK residents - GOV.UK (www.gov.uk)**

EU Settlement Scheme (settled and pre-settled status)

Settled status, usually where you've lived in the UK for a continuous 5-year period (known as 'continuous residence')

- pre-settled status

https://www.gov.uk/settled-status-eu-citizens-families/what-youll-need-to-apply

We will require a copy of your Home Office Letter detailing EU Settlement Status and share code: **https://www.gov.uk/prove-right-to-work/get-a-share-code-online**

Pre-employment

Medical clearance

You are required to comply with Merseyside & West Lancashire Teaching Hospitals NHS Trust and Department of Health requirements regarding fitness to work, this includes vaccinations and blood results. ***Non Medics have this as a requirement as a supported measure for you to fulfil your role.***

It is a condition of your appointment that we receive a satisfactory medical clearance from the Health, Work & Wellbeing (HWWB) department prior to your commencement in post.

You will receive an email providing you with a web-link which will enable you to access a pre-employment medical questionnaire.

Please read the instructions carefully and complete the questionnaire within 48 hours of receipt of the email & you are required to attend any appointments Health, Work and Wellbeing set to obtain full health clearance.

You are required to upload the results of your immunisations and blood tests from your previous Occupational Health (OH) Service. Following assessment of the pre-placement questionnaire and additional information you have provided, it may be necessary to you to attend an appointment in person for further tests. This appointment may be at Merseyside & West Lancashire Health Work and Wellbeing Department or at another Occupational Health provider located in other regions across the UK.

If you are out of the country at the time of completing your pre- placement questionnaire, you must arrive in the UK at least **4 weeks** prior to agreed start date, in order to allow adequate time to complete all relevant checks, in particular HWWB. Alternatively, if you plan to go abroad please complete the questionnaire and contact HWWB prior to your departure to make arrangements to have any necessary appointments before you leave.

HWWB can be contacted on **0151 430 1985**

Please note that your start date is subject to HWWB approval and your cooperation will avoid unnecessary delays.

Further information on what type of vaccination and immunisation documents we require from you can be found **here**.



Pre-employment

Qualifications/Licences

Professional Registration

It is a condition of your appointment that you provide details of your valid professional registration as a Foundation Dentist.

General Dental Council - **www.gdc-uk.org**

GMC Welcome to the UK - event book **here**.

Adapting to UK medical practice can be hard for any doctor, regardless of where you're from or how experienced you are. GMC offer a free workshop is designed to help doctors new to the UK, by offering practical guidance about ethical scenarios you may encounter, and the chance to connect with other internationally-qualified doctors.

English Language Competency - International Medical Graduates (IMG)

All public facing roles require a proportionate level of English language proficiency for written and verbal communication.

If applicable evidence to demonstrate their level of language competence by having passed an English language competency test will be required, Please send your **ILETS** or **OETS** to your administrator for verification.

Qualifications

You will be required to send your degree as part of your pre employment checks, if you are awaiting the official certificate you can send your transcript to temporary clear this.

Indemnity

You will be required to provide evidence of Dental indemnity cover, it is not the responsibility of Lead Employer to provide this cover.

National Performers List

You are reminded that you must be registered for the National Performers List. Please click **here** for further information.

Lead Employer On-Boarding team will require evidence of your application to NPL as part of pre-employment checks. There will be a three-month grace period for you to be listed on National Performers. You must send evidence that you are listed on NPL prior to 30th November 2024. If you are not showing as listed on NPL on this date you may be stood down from duty and will not receive pay until you are listed on NPL. Please ensure you check your status of application on a regular basis.

Pre-employment

References etc.

Employment history and references

Two clinical references will be required, please ensure your referees are aware that they will be receiving a reference request from Lead Employer to assist in avoiding delays with your start date.

International Police Check

If you have resided outside the UK for 6 months or more (continuously or in total) within the last 5 years you are required to provide a Police Check from each of the countries where you have been a resident.

Please use the below link of how to apply and contact details for criminal record checks overseas.
https://www.gov.uk/government/publications/criminal-recordschecks-for- overseas-applicants

Please follow this link to the NHS Employers for further clarification
https://www.nhsemployers.org/articles/criminal-record-check

HMRC Starter Checklist

Please scan completed checklist along with other required documents to avoid any incorrect payment of tax.



Pre-employment
Checklist

Forms & links

- **New starter payroll form** ☐
- **Model declaration form** ☐
- **Information sharing agreement** ☐
- **Health, Work and Wellbeing** (HWWB) **questionnaire** ☐
- **Questionaire DBS link** ☐

Document evidence

- **Upload of ID and UK proof of address to IDSP** ☐
- **Evidence of RTLW** ☐
- **Virtual Teams meeting** ☐
- **Certificate of sponsorship** (if applicable) ☐
- **Evidence of visa application in progress** (if applicable) ☐
- **International Police check** (if applicable) ☐
- **Enhanced DBS certificate** ☐
- **English Language Competency** (ILETS or OETS) ☐
- **Advanced Life Support** (ALS) **Certificate** (if applicable) ☐
- **Higher Qualifications** (if applicable for your specialty training) ☐
- **Foundation Competences** (FPCC, CREST 24, Core Comps) ☐
- **ARCP (if applicable)** ☐
- **Referee details for previous 3 years** ☐

Further information

Your contract

Provided you have completed all pre-employment checks as per the NHS Check Standards, your contract of employment will be issued prior to or on your start date. It is a requirement that you confirm receipt and acceptance of your contract.

E-Payslip

Upon appointment, you will receive an email providing details of how to access your payslip electronically via ESR self-service. The ESR helpdesk team can be contacted via **ESR.helpdesk@merseywestlancs.nhs.uk**

NHS Pension Scheme membership

A copy of the scheme guide can be accessed via the NHS Pension website at: **www.nhsbsa.nhs.uk/member-hub**.

If you currently have an NHS Pension ERRBO, Added Years or MPAVC contract please provide a copy of the contract to Lead Employer Payroll to ensure continuity of the agreement.



Further information

Removal Expenses and Excess Mileage

If you do not live in the NHS England area in which you will be based and are required to move house in order to take up your training post, you may be able to claim removal expenses. Alternatively, if you already live within the NHS England area and do not wish to move, you may be entitled to claim excess mileage for commutes to host organisations.

You are advised that all applications (available on our website) must be submitted prospectively for approval. No responsibility can be taken by Lead Employer where colleagues-in-training have made arrangements and incur removal expenses or excess mileage expenses without written confirmation from Lead Employer that you are eligible for reimbursement.

Business Mileage

Business mileage can be claimed online via Employee Online, Easy Expenses. Please use this link for further details of how to contact the team and obtain further guidance (Under Business Mileage and Expenses).

Annual Leave

Leave entitlement should be calculated pro-rata according to time spent at each placement. Where accrued annual leave is not taken whilst at the placement, leave can only be carried over to the next placement in exceptional circumstances, Permission from the new placement must be sought along with confirmation from your existing host organisation why you have been unable to take leave. It is your responsibility to ensure that you use your leave within each placement and that you keep an accurate record of annual leave taken.

Contact Us

Key Contacts

The Lead Employer Helpdesk should be your main point of contact in relation to all of your work based needs and queries.

Lead Employer Helpdesk: 0151 478 7777
Email: lead.employer@merseywestlancs.nhs.uk
Available Monday - Friday between 9am - 5pm

Please note: When you call our Helpdesk Team, there are five options to choose from depending on the nature of your query. Find out more here.

Additional Contacts

- **ESR enquiries**
  Email: esr.helpdesk@merseywestlancs.nhs.uk
  (login details, forgotten password etc)

- **Electronic submission of expenses** (Easy Expenses)
  Email: e-expenses@merseywestlancs.nhs.uk
  (Expenses for excess mileage, business mileage and home to work mileage submitted via e-expenses only)

- **Health, Work and Wellbeing**
  Phone: **0151 430 1985**
  Email: hwwb.recruitment@merseywestlancs.nhs.uk

- **Pay enquiries**
  Email: leademployerpayroll@merseywestlancs.nhs.uk
  (Tax queries only, other pay queries will be addressed by the Helpdesk)

- **Pensions enquiries**
  Email: leademployer.pension@merseywestlancs.nhs.uk

- **Sponsorship Team**
  Email: england.sponsorship@nhs.net



Stay Connected

Follow Us

How do we communicate with you?

Here at Lead Employer we communicate with you primarily over email so it is vital that **your details are updated regularly in ESR**.

You will receive our Lead Employer update via email on a monthly basis. This communication will share key updates and important messages to support you with your specialty training. We also include useful wellbeing resources and upcoming events that are relevant to you as an NHS colleague.

Be sure to follow us on social media too - we love to engage with our trainees and learn more about how we can best support you so please get in touch.

If you have any queries regarding communication, please email:
lead.employercommunications@merseywestlancs.nhs.uk

You can follow us on:

@mwl_leademployer

@the-lead-employer

@MWLLeadEmployer

