



LEEDS
BECKETT
UNIVERSITY

Pre- Employment Health Procedure

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Pre-employment Health Procedure

1. Introduction

Our University aims to ensure that all employees are placed in a job that is compatible with their health and physical abilities. The completion of the pre-employment health questionnaire, will allow consideration of a candidate's health and wellbeing in relation to the proposed employment.

2. Procedure

Following the identification of the successful candidate, (excluding casual workers and visiting lecturers), and in order to reduce any delay in the appointment process, the following procedure will be followed in relation to pre-employment health assessment:

- 2.1 On receipt of relevant appointment documentation, Human Resources will send the pre-employment health questionnaire to the successful candidate, asking for the completed questionnaire to be returned to Human Resources.
- 2.2 On receipt of the completed pre-employment health questionnaire, Human Resources will screen the information provided and confirm whether:
 - (i) the candidate is fit for the post;
 - (ii) the candidate needs to be referred to the Occupational Health team, who will advise on the suitability of the candidate to undertake the post in question and advise on any reasonable adjustments required.
- 2.3 In the case of 2.2 (ii) above, Human Resources will provide the Occupational Health team with the candidate contact details, name of the manager and relevant job description and employee specification. The Occupational Health team will review this information and then contact the candidate to discuss health considerations. This may include referral to the Occupational Health Practitioner and/or a request for a GP report. Following the conclusion of these discussions, the Occupational Health team will confirm to Human Resources whether:
 - (i) the candidate is fit for the post;
 - (ii) the candidate is fit with certain reasonable adjustments;
 - (iii) following consideration of reasonable adjustments, the candidate is unable to carry out a function which is intrinsic to the work concerned and is therefore unfit for the post.
- 2.4 In the case of 2.2 (i) and 2.3 (i) above and completion of other pre-employment processes, the offer of appointment will be confirmed in writing by Human Resources, and the Chair of the panel notified of the outcome.
- 2.5 In the case of 2.3 (ii) above, completion of other pre-employment processes and following discussion with the Chair of the panel, the offer of appointment will be confirmed in writing by Human Resources, outlining the adjustments required.
- 2.6 In the case of 2.3 (iii) above, Human Resources will contact the candidate to confirm that the candidate is unable to carry out a function which is intrinsic to the work concerned and is therefore deemed to be unfit for the post.

3. Confidentiality and Record-keeping

All related records will be stored by Human Resources and Occupational Health, having due regard to the requirements of the Data Protection legislation. The questionnaires and the information contained therein will be strictly confidential at all stages of the process and it is the joint responsibility of the recruiting area, Human Resources and the Health Centre to ensure that this is maintained.

Reviewed October 2010

CONFIDENTIAL TO: Human Resources and Occupational Health

Pre- employment Health Questionnaire

Leeds Beckett University is committed to promoting and maintaining the health of all people at work. As you are the successful candidate for a post here, we would like to know of any health conditions or disabilities that may affect your ability to undertake the duties of this post to ensure you are not placed at risk in the workplace and that you are provided with any necessary adjustments or support to enable you to do the job.

Please answer all the following questions yes or no. You do not need to give details on this form.

Surname _____ Forename _____

Post applied for _____ School/Service _____

1. Do you have any illness/impairment/disability (physical or psychological) which may affect your ability to work?

YES/NO

2. Have you ever had any illness/impairment/disability which may have been caused by or made worse by your work?

YES/NO

3. Are you having or waiting for treatment or investigations of any kind at the present time?

YES/NO

4. Do you think you may need any adjustments, support, assistive technology or adaptations to assist you at work, whether or not you have a health condition or a disability?

YES/NO

We will make every effort to modify the job and/or make reasonable adjustments to enable a candidate with an illness/impairment/disability to take up a post at our University. Your answers will potentially enable us to make such reasonable adjustments. You may be requested to discuss your answers with a member of the Occupational Health team and/or attend Occupational Health for further assessment with an occupational health practitioner.

Declaration

I certify that the answers in the above questions are correct to the best of my knowledge.

I understand that if I have withheld information this may adversely affect efforts to place me in suitable employment.

I agree to attend a health assessment with the University's Occupational Health Practitioner, if required.

I understand a report from my GP will only be requested in relation to information I have given in this form, or discussed with the University's Occupational Health team, and the impact my health may have on my ability to work; or the impact work may have on my health.

I agree that the University may process the information contained in the questionnaire for the purposes described above in accordance with the Data Protection legislation.

Signed _____

Date _____

Please return this as soon as possible to