

BUS SERVICES DPS COTC Schedule 1 (General Specification)

APPENDIX 6

INFORMATION CONCERNING RECRUITMENT AND EMPLOYMENT RECORDS

In line with paragraph 7.1 of Schedule 1 (General Specification), the Service Provider shall undertake to implement and maintain the following documents and procedures for each member of the Service Provider's Personnel used in provision of the service(s).

Please see the table below for further guidance on the documentation required for each member of the Service Provider's Personnel used in provision of the Services:

Document	New staff	Existing staff
Application form	Yes	No
Evidence of identity	Yes	Yes
Evidence of entitlement to work in the UK	Yes	Yes
Notes of Interview	Yes	No
Evidence of all required recruitment and vetting checks including Enhanced DBS Disclosure no older than three (3) months at date of appointment and renewed at least every three (3) years	Yes	Yes
Certificate of good conduct from overseas jurisdictions (where appropriate)	Yes	Yes
References in respect of a five (5) year period immediately prior to employment with the Service Provider	Yes	No
Employment history	Yes	No
Valid Driver's Licence(s)	Yes	Yes
Training records	Yes	Yes

The Authority also recommends the Service Provider to seek medical clearance when appointing Service Provider's Personnel used in provision of the Services.