

A guide to verifying and endorsing social workers' application forms



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Introduction

Why we ask for verification of the application

We need to be sure that the applicant's identity and all of the documents they are submitting in support of their application are genuine. To help us with this, we ask the applicant to get verification of their identity documents and other supporting documents.

Why we ask for endorsement of the application

We need assurances, as far as they are possible, that the information the applicant has given us about their disciplinary record, criminal convictions and any alternatives to prosecution they have been subject to, is correct.

We need to be sure that there are no reasons why the SSSC should not be assured of the competence and good character of applicants and their suitability for registration. To help us with this, we ask applicants to get an endorsement of their application by a senior person in a social service organisation.

Verification

Who can verify an application?

An application must be verified by someone senior to the applicant in their organisation.

Normally, the same person will verify and endorse an application. In some large organisations it may not always be practical for the person who is endorsing the application to verify the applicant's documents as well. We have liaised with these employers to confirm with them which managers will verify workers' identities and which senior managers will endorse applications. We have also advised them about the type of internal processes that they might put in place to allow immediate line managers to make recommendations to more senior managers about the suitability of applicants for registration.

The person verifying the application must be able to read and understand English.

If the applicant is self-employed, unemployed or working outside social services, the person who endorses the application should verify the applicant's documents as well.

How to verify an application

The applicant will give their verifier the following original documents, together with photocopies:

- their original birth certificate
- their original photographic identity
- proof of their home address, eg a utility bill (if applicable)
- their qualification certificate/s (if applicable)
- a letter, certificate or licence confirming current or previous registration with any regulatory body or licensing organisation outside the UK and translation (if applicable)
- their criminal records check from outside the UK and translation (if applicable).

Photographic identity must be one of the following:

- the photographic identity page in the applicant's passport
- their photographic driving licence.

If any of these documents are written in a language other than English, they must be accompanied by a certified translation into English.

The verifier should print their name, sign and date **each** of the photocopies to verify that they are true copies of the original documents. They should return the original documents **and** the verified photocopies to the applicant.

Endorsement

Who can endorse an application?

An application can be endorsed by someone acceptable to the SSSC as suitable to make such an endorsement. This depends on the applicant's current employment status, but will usually be a senior representative of a social service organisation, or other equivalent person, who are in a position to comment on an applicant's suitability for registration.

The table below shows who can endorse applications.

Current social service employment status	Who can endorse the application
Employed or working on a voluntary basis for a statutory, private or voluntary organisation	A senior representative of their organisation or , for newly qualified social workers, a senior representative of the university where you gained your social work qualification
Employed by an employment agency	A senior representative of your employment agency
On a secondment from a social service employer	A senior representative of the social services organisation from whom you are seconded
Self employed	A person equivalent to a senior representative of a social service employer, such as a senior representative of a social service organisation who purchases or commissions your services
Unemployed but employed in social services in the last five years	A senior representative of the social services organisation who employed you for at least six months in the last five years
Employed by two (or more) social service employers	Two endorsements required: a senior representative of the organisation where most of your time is spent AND a senior representative of one of the additional organisations
Unemployed and have not been employed in social services in the last five years OR Employed outside social services	Two endorsements required: an endorsement from a person equivalent to a senior representative of a social service employer AND an additional endorsement from a person who has known you for the last five years in their professional capacity
None of the above	Please contact the Registration helpline on Lo-call 0845 60 30 891

People who are senior representatives of a social services employer

Typical examples of someone who the SSSC would consider to be a senior representative of a social services employer are:

- Chief Social Work Officer
- Head of Department
- Chief Executive
- Director of Social Services.

If an applicant works for an employment agency, a senior representative might be the Chief Officer of the agency.

People who are equivalent to a senior representative of a social services employer

Typical examples of someone who would be considered by the SSSC to be equivalent to a senior representative of a social services employer are:

- a senior representative of a social service organisation that purchases or commissions the applicant's services
- a senior representative of a social service organisation that employed the applicant for at least six months during the last five years
- the Dean, Principal or Head of Department of a Higher Education Institute.

What if the applicant has more than one employer?

If the applicant spends a majority of their working time with one employer, they must ask that employer to verify and endorse their application.

If the applicant has more than one employer, we ask either the second employer or, if there are more than two employers, one of the applicant's other employers to provide an additional endorsement of the application.

Why we ask for information about the endorser

We ask for some information about the endorser so we can be sure they are the correct person to endorse the application. We may also need to contact them if we have a query about the applicant or their application.

Data Protection Act 1998

We will process the information given by the endorser in relation to any applications for registration in accordance with the Data Protection Act 1998.

We will use the information only for the purpose of verifying and endorsing the application.

The Data Controller is the SSSC.

How to endorse an application

The applicant will be asked during the application process if they know who will endorse their application and if so, they will have already entered some of the endorser's details in the form. The endorser should complete the rest of the details we ask for.

If the applicant did not know who would endorse their form, the endorser's details section of the form will be blank and the endorser should complete the details we ask for in black ink.

If the endorser is not the person who has verified the applicant's identity, they should check that they are content that the person who has verified the application is one of their nominated representatives.

The endorser should:

- fill in the personal details we ask for
- indicate which of the applicant's documents have been verified
- give the information about the applicant we ask for, including details of their latest Disclosure Scotland check
- read the answers given in the following sections of the form, and consider whether their own knowledge of the applicant matches the information given in the following sections of the form:
 - current employment
 - disciplinary record
 - criminal offences
- provide any further information about the applicant that they believe might affect their suitability for registration, or explain why they are unable to endorse the application for registration
- check the appropriate endorsement checkbox and read and sign the declaration
- enter the organisation and individual counter signatory reference numbers allocated to them by the SSSC (if applicable).

Additional endorsement

Who requires additional endorsement of their application?

An applicant only needs to get an additional endorsement of their application if they:

- are employed outside social services, or
- are unemployed (and have not been employed in social services in the last five years), or
- have more than one social service employer.

Why we ask for additional endorsement

In certain circumstances, we need further assurances, as far as they are possible, that the information the applicant has given us about their disciplinary record, criminal convictions and any alternatives to prosecution they have been subject to, is correct.

We need to be sure that there are no reasons why the SSSC should not be assured of the competence and good character of applicants and their suitability for registration. To help us with this, we ask applicants who fall into certain employment categories to get an additional endorsement of their application.

Who can provide additional endorsement of an application?

Additional endorsement of an application can be made by someone acceptable to the SSSC as suitable to make such an endorsement.

This depends on the applicant's current employment status. The table below shows who can provide additional endorsement of an application.

Applicant's current employment status	Endorser	Additional endorser
Employed outside social services	A person considered equivalent to a senior representative of a social service employer	A person who has known the applicant for the last five years in their professional capacity
Unemployed (and have not been employed in social services in the last five years)	A person considered equivalent to a senior representative of a social service employer	A person who has known the applicant for the last five years in their professional capacity
Has more than one social service employer	Senior representative of the social service employer where the applicant spends most of their time	Senior representative one of the applicant's other service employers

How to provide additional endorsement of an application

The applicant will be asked during the application process if they know who will provide additional endorsement of their application and if so, they will have already entered some of the additional endorser's details in the form. The additional endorsers should complete the rest of the details we ask for.

If the applicant did not know who would provide additional endorsement of their form, the additional endorser's details section of the form will be blank and the endorser should complete the details we ask for in black ink.

The additional endorser should:

- fill in the personal details we ask for
- give the information about the applicant we ask for, including details of their latest Disclosure Scotland check
- read the answers given in the following sections of the form, and consider whether their own knowledge of the applicant matches the information given in the following sections of the form:
 - current employment
 - disciplinary record
 - criminal offences
- provide any further information about the applicant that they believe might affect their suitability for registration, or explain why they are unable to endorse the application for registration
- check the appropriate endorsement checkbox and read and sign the declaration
- enter the organisation and individual counter signatory reference numbers allocated to them by the SSSC (if applicable).

Why we ask for information about the additional endorser

We ask for some information about the additional endorser so we can be sure they are the correct person to provide additional endorsement of the application. We may also need to contact them if we have a query about the applicant or their application.

Data Protection Act 1998

We will process the information given by the additional endorser in relation to any applications for registration in accordance with the Data Protection Act 1998.

We will use the information only for the purpose of verifying and endorsing the application. The Data Controller is the SSSC.

Contact us

If you have any queries about the verification, endorsement or additional endorsement, please call us on Lo-call 0845 60 30 891 or e-mail us at registration@sssc.uk.com

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