



# Your on-boarding process

**Congratulations on your offer to work here at DE&S** – we're looking forward to welcoming you to the team. Over the coming weeks, you'll hear from a number of our partner organisations as we get everything organised for you to start. Below is a brief overview of who will be in touch and how long their process may take.



## Defence Business Services (DBS)

DBS is an organisation within the Ministry of Defence who help provide a full range of civilian human resources and pay services to Defence. DBS will contact you to help arrange your pre-employment checks which need to be completed before you can start in your new job.



## OH Assist

OH Assist are our occupational health services provider. The occupational health check can take **up to two weeks**, sometimes longer depending on your medical circumstances.



## UKSV

UKSV is the main UK government provider of security clearances. There are two types of security clearance within DE&S and it depends upon what type of role you are allocated to as to which level of security clearance you require.

- **SC security clearance:** In most cases, this clearance should take **20 working days** to clear but could take longer for a variety of reasons depending upon your personal circumstances.
- **DV security clearance:** This clearance can take **a number of months** to clear as it's a higher level of security and requires you having an interview with the vetting department.



## References

References are obtained via your HMRC tax record and usually take **one week** to complete. Where a written personal reference is also required, this can take longer.