

1. Recruitment Procedure RG11

Placing Job Advertisements (Manager)

- a) Inform the office of any job advertisements you propose to place at least one week before publication. Head office will only pay invoices arranged and approved through the Order System.
- b) Send copy of proposed Advertisement to Head Office with details of any items (job description, person specification, publicity material etc) to go out with application pack
- c) If possible, applicant to apply in writing to Head Office rather than telephone (especially RCW)
- d) All promotional vacancies will be advertised internally.

Application Packs

All Application Packs must be sent out by Head Office*

UNDER NO CIRCUMSTANCES – Do you photocopy Application forms to send out yourselves. These may be out of date and/or inappropriate and will not be processed by the office.

To assist prospective employees at the RCW grade, managers should actively encourage the applicants by arranging informal group discussions and information sessions to avoid discrimination, inform them of the job role and assist them in the completion of the application pack if necessary.

***Important:** A Manager may ask the office for a small number of application forms (not to be photocopied) for random enquiries (e.g. Job Centre, Social Contact). However, if handed out, these forms must be returned to the office for screening before being passed back to the manager. No formal interview/job offer can be made to any applicant before Personnel have screened the application.

Standard Enclosures for Application Packs

- Application Form
- Job Description and Person Specification
- Equal Opportunities Monitoring Form
- Plus – extras as requested by person placing the Advertisement e.g. booklets.

Completed Applications

These will be returned to the office to check e.g. for criminal offences and then they will be forwarded onto you after the closing date to draw up a shortlist and arrange interviews. **IMPORTANT:** Information on any short-listed applicants declaring criminal offences (including any written explanation) must be passed to the Responsible Individual and/or Director for consideration in the context of type/severity of offence, pattern of offences and length of time since last offence. **The only criteria for approval to continue the recruitment process will be the welfare of children, not the rights of the applicant.** Important: Ask short-listed Applicants to bring Approved I.D., N.I. number, Qualifications, Full Driving Licence to interviews (Originals and a good photocopy) as well as two recent photographs. Approved I.D. means three of the following types of identification - passport, birth certificate, marriage certificate & driving licence as well as proof of current address (this could be a recent utility bill, bank statement or tax return etc.). However, to meet Home Office regulations, if a UK passport is not provided, then applicant must provide a P45, P60 or NI card and a UK birth certificate or certificate of British registration or naturalisation. For non U.K. Citizens, please contact head office for current Home Office Guidelines. At interview, the photocopies (which must be of good quality) to be verified against the originals by the recruiting manager. The verified photocopies should be forwarded with the application pack to the office for processing. The verified photocopies are essential to speedy processing with the D.B.S.

Formal Caution form to be completed at the interview to save time on DBS checks. If there are offences, the circumstances should be fully explored at interview. If a DBS check is to be processed, save time by obtaining a letter of explanation for the Responsible Individual/Directors at the time of interview (if there is not

one with the application). Any offer of employment can only be made if it can be clearly evidenced that the offences/circumstances present no risk to children.

***Important:** Wherever practicable, short-listed applicants for appointment to any post in a home should be invited to the home to meet staff & children (subject to the children's agreement) prior to the decision on appointment being made and observations sought from the staff & children, which are taken into account in the appointment decision. In such circumstances, candidates are not given unsupervised access to the children.

Interviews (Important – see also, Employment Requirements Procedure)

To be arranged by manager and/or H.R. Section, as appropriate. Interview invitations should include date, time, venue, location map and style/format of interview.

Important: Conflicts of interests policy

Interviewers must be aware of the potential for any conflict of interests e.g. relatives working in the same home, especially where one relative may be line managing another. Any possibility of this would have to be considered carefully in the interview and any job offer would be dependent on appropriate supervision measures being put in place to protect both staff and children and ensure transparency of practice.

Interviewers must be aware of the importance of Equal Opportunities while ensuring that individual strengths and weaknesses are explored (Warner Report). The interview should normally include the following, as practical and appropriate, depending on the level of the post.

- Multi choice answer test
- Written Case Study
- Group Interview Discussion
- Individual Interviews (including discussion of any declaration regarding criminal offences)
- Visit to the home (as described above)
- Interview notes evidencing that questions were answered satisfactorily (to be returned to Head Office).

After Interviews

Applicants to receive a decision normally within one week of interview.

Return applications to Head Office and inform the office if you require an initial offer letter pending employment checks going to the successful applicant. If so, you will need to let us know the rate of pay/Establishment/Job Title by completing the application pack checklist.

We will acknowledge by fax or email that we have received the application and that we will begin the checking process as detailed in the employment requirements.

Once all the checks are complete and the contract has been returned and signed from the applicant along with the signed acceptance letter, the office will issue you with clearance of the applicant in writing.

Important : Pre-Employment Induction - New employees must not start working with young people before this has been completed. See procedures for mandatory form/to be filed on schedule 4 staff file.