# Staff Recruitment

#### Introduction

The nature of the service provided by My Support and Care Services (West Country) Ltd involves working closely with vulnerable people and highly confidential information; therefore it is our aim to have the most thorough and robust recruitment procedures possible in place.

The recruitment procedures are subject to our *‘Equal Opportunities – Employment’* policy.

**Procedures**

Recruitment of staff will be undertaken using the following procedures:

* The service manager will arrange the advertisement of any recognised vacancy in appropriate media i.e. local newspaper, website, job centre plus etc.
* A closing date for all applications will be set.

***After the closing date:***

* The applications will be received by the head office – Service Manager who will remove the ‘Equal Opportunities monitoring form’ from the application pack to be used for monitoring purposes. The application forms will then be passed onto the interviewing panel
* The interviewing panel will meet to prepare a shortlist of applicants
* The applicants will be invited, in writing, to attend an interview at head office and requested to bring identification (original) with them such as:
  + - * Birth certificate
      * Marriage certificate if applicable
      * Passport
      * Proof of address i.e. utility bill
      * Certificates of any qualifications or training

***Interview:***

* Applicants will be requested to supply their identification documents
* Applicants will be required to complete a pre-interview questionnaire / written assignments appropriate for the role they are applying for.
* The interview panel will give a brief description of the company and the service we provide.
* The company will invite a member of the service user group to participate in the interview process.
* The interview panel will ask the applicant a series of questions and scenarios to establish the suitability of them for the advertised position in accordance to the job description and person specification.
* The interview will give the applicant information about the terms and conditions of employment.
* The applicant will be given an opportunity to ask any questions they may have.
* The applicant will be informed that My Support and Care Services Ltd will contact them as soon as a decision has been made.

***After the interviews:***

* The interview panel will meet to discuss and decide on the suitability of the applicants

***Successful Applicants:***

* Successful applicants will be contacted by telephone and invited to visit the intended location of employment and asked to attend a fitness meeting bringing the following documentation:
  + - * Passport
      * Birth Certificate
      * Marriage certificate, if applicable
      * N.I No.
      * Driving Licence
      * Address verification x 2 (utility bill, bank statement)
      * Relevant documents if Non UK resident
      * Payment for DBS Check

***Fitness Meeting:***

* Applicants will be required to complete an application for a Disclosure and Barring Service Check (DBS.) the above documentation (originals) will be required to complete the application form.

***Offer of Employment:***

* Following the fitness meeting and receipt of satisfactory reference, DBS checks the applicant may be made an offer of employment.

###### N.B

* Applicants should be made aware that they will not be issued with a contract until a My Support and Care Services Ltd is in receipt of a satisfactory DBS check and references.

***Unsuccessful Applicants:***

* Will be notified.