

RECRUITMENT AND SELECTION OF STAFF

This Policy defines the procedures to be followed by Kemfa care for the effective selection, screening and recruitment of staff to ensure that job positions are filled by the most suitably qualified and experienced applicants, with due regards to Equal Opportunities and Fair Employment legislation:

Recruitment Planning:

- Consultations between the Care Manager and Care Co-Ordinators on a regular basis will identify job positions to be filled. This will allow sufficient lead time for recruitment.

Advertising:

- The Administration Manager will arrange for the job(s) to be advertised in the appropriate media.
- 'Reserve Lists', i.e., lists of previous unsuccessful applicants who responded to an advertised vacancy may be considered at the Care Manager's discretion.
- All applicants will be required to complete a standard Job Application Form along with the Ethnic Discrimination Monitoring Form, returning both of them to the Care Manager.

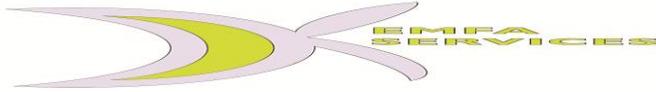
Interview and Short-Listing:

- Application Forms will be compared to the Employee Specification and a short-list of candidates drawn up. Patently unsuitable candidates will be notified in writing within 7 working days.
- Appointments will not be made unless the candidate has been formally interviewed. Candidates for posts will normally be interviewed once, however, there may be a preliminary interview for some candidates following their initial meeting with the interviewers. Interviews will always be conducted by two managers.
- Interviewers are required to assess candidates using two interview forms (A) and (B). At the end of the interview process the interviewee will be asked to leave the room whilst both managers review their interview forms. This will enable them to make a decision as to whether the interviewee is a successful applicant or not. It is possible at this point to ask the candidate to attend for a second interview, if the managers have been unable to make a decision at that time.
- Following the interview a candidate will receive either an unsuccessful letter or a letter to say that they have been successful, within 7 working days.

References, Medicals and Job Offers:

Appropriate job references will be taken for **All** candidates. Job offers will depend upon satisfactory clearance or response to the following:

- A minimum of two referees will be contacted, one of whom must be the applicant's current, or most recent employer. All references will be requested in writing, using the appropriate Company forms for the referee to complete and return as appropriate.
- There will be a check on any apparent gaps in employment history.



- Verification of personal identity to include photographic evidence.
- Check on driving licence where appropriate to duties (business use).
 - An enhanced check through the Disclosure Service of the Criminal Records Bureau, where each applicant is required to provide a current and valid Certificate of Clearance from the CRB.
 - Additionally, a potentially suitable candidate will be required to complete a Declaration of Medical Fitness. Depending upon the information disclosed in this Declaration, the candidate may be requested to undergo a medical examination prior to taking up an appointment. This will be conducted by the Company Occupational Health Therapist (Sally Southall). Candidates will not be required to complete the Medical Declaration Form until after the interview stage and a decision has been made by the interviewers that the candidates have been successful. Should a problem be highlighted either on the Medical Declaration or the results of any subsequent medicals, the decision to employ the candidate may have to be re-considered.
 - A Manager will contact the successful applicant by letter advising them of the offer of employment and detailing the main terms and conditions appropriate to the appointment.
 - The Ethnic Discrimination Monitoring Forms completed by successful applicants will be retained in a file for future review and monitoring of the Equal Opportunities Policy.

Kemfa care is committed to the safe recruitment of staff to work with vulnerable persons in a domiciliary environment and therefore in a position of trust. The Disclosure mechanism provides for screening of job candidates as to their suitability for employment. Further to this the Organisation is committed to the philosophies of Equal Opportunities and non-discrimination and as such will not discriminate unfairly against the subject of a Disclosure on the basis of conviction or other information revealed.

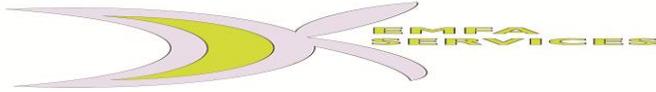
Each job applicant will be aware that a Disclosure is needed as part of the recruitment process. Applicants selected for interview are encouraged to discuss any criminal record at an early stage. This will be confined to convictions defined as ‘unspent’ with respect to the *Rehabilitation of Offenders Act 1974* as appropriate to the nature of the job on offer. Open and frank discussions concerning the relevance of convictions will be encouraged and the applicant will be reminded that failure to reveal any information relevant to the job position will lead to withdrawal of any job offer.

Commencement of Employment:

- Upon commencement of employment the successful candidate will be given an appropriate Staff Contract of Employment.

Maintenance of Personal Data:

- During subsequent employment the new staff member is required to ensure that the Organisation is notified of any changes in his/her personal circumstances which may impact upon that person’s ability to satisfactorily discharge their duties. This new information will



be protected under the provisions of the *Data Protection Act 1998*, and must include details of any new criminal convictions, including those for motoring offences. Failure to comply with this requirement will constitute an act of Gross Misconduct leading to summary dismissal.