
RECRUITMENT & SELECTION POLICY

POLICY

All staff will be recruited and offered employment by meeting the criteria and requirements of the Health and Social Care Act (Regulated Activities) Regulations 2014.

PROCEDURE

1. RECRUITMENT

- 1.1 Recruitment of new Agency Staff will take place by local advertising or using the High Street presence of the office window display advertising to attract expressions of interest.
- 1.2 Any expression of interest in employment will be responded to by providing:
 - a) Registration Application Form
 - b) Guidance Notes for completing the Registration Application Form.
 - c) Equal Opportunities Policy
- 1.3 Completed Registration Application Forms will be returned to the Care Manager. This will include:
 - a) Proof of Identity – Passport copy, plus utility bill with name & address on it
 - b) Work Permit/Visa – if applicable
 - c) Driving Licence – if applicable
 - d) Certificate copies of training and qualifications claimed
 - e) Declaration of medical fitness
 - f) Equal Opportunities Monitoring Form
 - g) Declaration of Previous Criminal Convictions
 - h) Two named references, with at least one being from a previous employer
 - i) Two recent passport photos.
 - j) Two proofs of address.
 - k) Evidence of a satisfactory knowledge of English

2. SELECTION

- 2.1 Selection of Agency Staff will be based on the information provided in the Registration Application Form and an informal interview, provided by the Care Manager, using the set questions provided in the **Interview Evaluation Form**. This Form will also be used to record that Essential and Desirable minimum criteria has been met, as detailed in the Job Personal Specification for the position being applied for by the candidate.
- 2.2 Following the initial interview the Care Manager will assess whether the applicant is:
 - a) Applicant meets minimum requirements of job specification and is sufficiently experienced and qualified to be immediately offered employment subject to a DBS Disclosure check, (See Section 4 of this policy document).
 - b) Applicant meets minimum requirements of job specification but skill and knowledge level is not sufficiently proven to commence employment without first attending a course of Induction Training.

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- c) The applicant does not meet the minimum requirements of job specification and cannot be offered employment, but may want to attend a formal course of care training offered by the Agency.

3. INDUCTION TRAINING

- 3.1 Induction Training will be only be offered to applicants who are assessed as meeting the minimum requirements of job specification but lacking sufficient evidence of skill and knowledge levels.
- 3.2 Induction Training will comprise of 10 hours of formal learning, plus 5 hours of on-the-job shadowing or working alongside an experienced colleague. The content, timetable and outcomes for required conducting Induction Training can be found in **Policy “Induction Training for Care Staff”**.
- 3.3 Applicants who successfully complete their Induction Training will be considered for an offer of employment. Those who fail to prove competence or finish their course of instruction will be given the option of repeating the training at their own expense.

4. OFFER OF EMPLOYMENT

- 4.1 An offer of employment will only be made when the following criteria are met:
 - a) The applicant meets the requirements of the Job Specification
 - b) The applicant has successfully passed Stage 1 of the Induction Training Programme
 - c) The applicant has been vetted by the Disclosure and Barring Service (DBS)
 - d) The applicant is prepared to sign and accept the terms and conditions of employment, (**Agency Staff Terms of Engagement**), which will include a 3-month probationary period during which time Stage 2 of the Induction Training Programme must be successfully completed.

5. ENSURING STAFF HAVE VALID REQUIREMENTS

An on-going check on the Right to Work (Immigration status) of all staff is carried out to ensure all staff working for MOONSTONE CARE UK Ltd always has up to date work permits. Any staff identified with expired visas or work permits will be stopped from working from the date of the expired permit and will only be reinstated when proof/evidence of visa or work permit renewed is seen by the Compliance Officer.