
Candidate Recruitment Policy

How we deal with applications

It's our policy to deal with all job applications as quickly as possible, with courtesy, respect and sensitivity. We'll do our best to keep candidates updated at each stage of their application.

How we select candidates

We usually interview candidates so that we can:

- assess the skills and knowledge of the applicant
- assess the attitude of the applicant
- identify the strengths and weaknesses not apparent from the application form or CV
- provide information about the job to the candidate

The selection methods we use for recruitment are related to the requirements of the job. We do not seek irrelevant qualifications, experience or skills. Applicants are short-listed/selected solely on the basis of their assessed capability for the role.

Depending on the role, we may conduct interviews in group sessions with other candidates or we may conduct interviews one to one. Either way the interviews will be held without distractions and we'll usually take notes. You may also be asked to take a test or conduct an assessment to assess you against the role requirements.

Equality & Fair Treatment

We treat all colleagues equally; without discrimination and with respect for their human rights. All staff enjoy the protection of relevant UK law in respect of their employment/engagement. In particular:

- We bear the full costs of recruitment and do not charge colleagues fees for hiring, placing or promoting them.
- We provide written statements of terms and conditions of employment/engagement to all colleagues as required by law. These documents explain everything in a clear and transparent way.
- We support the right to seek, obtain and hold employment/engagement without discrimination and with complete respect for dignity.
- We do not coerce anyone to work for us. When you choose to work for us you do so voluntarily.
- Everyone is paid regularly, in accordance with their terms and conditions of employment/engagement. Pay rates always meet or exceed the UK legal minimum. We provide a written summary of pay and deductions (pay slip) for each pay period.
- Working hours and rest breaks always meet UK law. We summarise the detail in your written statement of terms and conditions of employment/engagement.
- Everyone has the right to join or not join a trade union at their complete discretion.
- We provide safe and decent working conditions with suitable training as necessary. Our operations comply with or exceed statutory health and safety standards.
- We provide formal grievance provisions through which staff are free to lodge a work-related

complaint or raise a matter of concern.

- We do not impede anyone's freedom of movement or their opportunity to seek employment/engagement elsewhere.

Protected Characteristics

No job applicant, colleague or anyone our organisation deals with receives less favourable treatment because of their protected characteristics. The protected characteristics are:

- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race (including colour, nationality, ethnic or national origin)
- Religion or Belief
- Sex
- Sexual Orientation

Pre-employment checks we carry out

We may ask you for contact details of past employers, or people that know you, so we can obtain references.

We have a legal right to check you are eligible to work in the UK so we'll ask you to provide evidence of this. We have to see original documents and we have to keep copies of these on your file.

If the role requires you to have a specific qualification, then we'll need to see evidence of this.

Should you be unable to produce the required documentation requested, we may have to withdraw any offer of employment.

For certain roles, a DBS check may be required.