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GUIDANCE NOTES FOR APPLICANTS

Thank you for requesting an Application Form.

- The information you supply on the Application Form and any supplementary material you include, is what will be used to compile a shortlist of candidates to invite to attend an interview.
- Make an entry in every box. If you have nothing to put in the space, please write "N/A", rather than leave it blank.
- You may wish to include a CV with your application. Avoid writing "See CV" on the Application Form, just in case your CV and the form become separated.
- The "Supporting Information" section is very important and will be used to help decide whether to invite you to an interview. Explain how you meet the selection criteria, why you wish to be considered for the position and what qualities you can bring to the role.
- Mark any additional sheets with your name and the position for which you are applying.
- Please complete the Equal Opportunities in Employment Form. The information you supply will not be used as part of the selection process.
- Please give details of employment referees from your two most recent employers, one of whom must be your current employer, if applicable. If you have not held a position of paid employment, you may give details of someone connected with you in any un-paid/voluntary work you have undertaken, or any period of study.
- All employees who will come into contact with our patients/residents in the course of their duties will be required to obtain Enhanced Disclosure from the Criminal Records Bureau.
- Please return your application in good time as we cannot guarantee to consider any received after the Closing Date.
- Receipt of applications will not be automatically acknowledged. If you would like confirmation that your application form has arrived, please enclose a stamped, self-addressed envelope.
- If you are offered employment, you will be required to complete a Pre-Employment Health Questionnaire. The short-listing team will not see the information you supply, nor will it be used as part of the selection process.
- Please remember to sign and date the Application Form before returning it.
- You may wish to keep a photocopy of your Application Form so that you may refer to it later, if you are invited to attend an interview.

October 2009.

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Please read carefully the following information

POLICY STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS

- As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, the Company complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- Care Principles is committed to the fair treatment of its staff, potential staff and users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- This written policy on the recruitment of ex-offenders will be made available to all Disclosure applicants at the outset of the recruitment process.
- We actively promote and embrace diversity and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
- A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within the Company and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
- Unless the nature of the position allows the Company to ask questions about your entire criminal record we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
- We ensure that all those in the Company who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training on the relevant legislation relating to the employment of ex-offenders, eg. the Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- We make every subject of a CRB Disclosure aware of the existence of the **CRB Code of Practice** and a copy is available by accessing the CRB website – www.crb.gov.uk
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

ELIGIBILITY TO WORK IN THE UK

All successful candidates will be asked to provide evidence of their eligibility to work in the UK and therefore appropriate documentation will be requested as part of the recruitment process to establish whether a candidate can be employed.