

RECRUITMENT PROCESS

Information for New Applicants

1. APPLICANT ASSESSMENT

1A. APPLICATION FORM

- 1. PASSPORT**
- 2. VISA**
- 3. 2 PROOF OF ADDRESS (within 3months period)(Bank Statement, Council Tax, Driving Licence(Provisional or Full), Tenancy Agreement, Utility Bill.**
- 4. NATIONAL INSURANCE NUMBER**
- 5. 2 PASSPORT SIZE PHOTOS**
- 6. 2 REFEREES (Current employer & Previous Employer)**
- 7. FULL EMPLOYMENT AND EDUCATION HISTORY**
- 8. BANK ACCOUNT DETAILS**

2. INTERVIEW

- 3. DBS APPLICATION/ DBS NUMBER FOR UPDATE IF YOU HAVE ONE**
 - 1. DBS FEE (£61.40) CASH ONLY**
 - 2. PROVIDE ALL ADDRESSES WHERE YOU HAVE LIVED IN THE LAST 5 YEARS**
- 4. MANDATORY TRAINING**
- 5. OVERSEAS SPONSORS NEED ILETS CERTIFICATE, CHEST X-RAY CLEARANCE CERTIFICATE AND OVERSEAS POLICE CHECK**

ONCE YOU'VE FINISHED ALL MANDATORY TRAINING AND WE'VE RECEIVED YOUR TWO REFERENCES PLUS DBS CERTIFICATE, OUR COORDINATORS WILL BOOK YOU FOR SHADOWING. PLEASE REMEMBER TO ASK YOUR COORDINATOR FOR ID CARD, GLOVES AND APRONS, PPE EQUIPMENT BEFORE STARTING WORK.

AFTER SHADOWING, PLEASE REMEMBER TO COME BACK TO THE OFFICE WITH YOUR SHADOWING FORM (SIGNED BY YOU AND THE LEAD CARER) TO FINALISE YOUR RECRUITMENT PROCESS, THEN YOU ARE READY TO BE A GOOD CARE WORKER.

THE FINAL STAGE IS FOR YOU TO SIGN YOUR CONTRACT, UPON WHICH YOU WILL BE GIVING YOUR PIN NUMBER FOR THE LOGGING SYSTEM.

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