

# RECRUITMENT PROCESS



## 1. ADVERT

Advert is placed on Recruitment site and/or social media.  
Advert is clear as to the job role, our safeguarding standards



## 2. INTERVIEWS BOOKED

After reading CVs and choosing people with the right skills/experience we invite them to an individual or group interview.



## 3. ACCEPT INTERVIEW

Upon acceptance to attend the interview, send the interviewee the Application Online Form which must be completed prior to arriving.



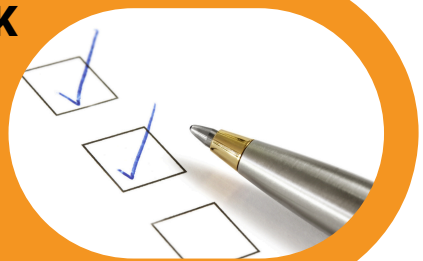
## 4. INTERVIEW

Interview takes place with at least one person that is Safer Recruitment Trained



## 5. CRIMINAL RECORDS CHECK

Upon success, before offer email is sent - Criminal records check online form is sent for completion.



## 6. OFFER

Upon receipt of clear Criminal Records Check form - Offer email is sent to prospective employee



## 7. OFFER ACCEPTANCE

On acceptance - details are sent to prospective employee to request details eg DBS form / ID / references / new Employee Notification form / Car Docs (insurance / tax / MOT) Head shot photo etc



## 8. CHECKS

DBS checks are carried out.  
References are obtained.  
Start date is organised



## 9. INDUCTION

Induction Week  
training commences - online / face to face and shadow training

