

Applicants Guide

We want to make registering with us as fast as possible. There are 4 easy steps to follow. A dedicated Recruitment Team is on hand to support you each step of the way to make registration as smooth and efficient as possible.

If you have any queries regarding the registration process please visit the contact page and ring one of our branches or e-mail us at [insert recruitment email here].

Our recruitment process must comply with all of our legal and contractual obligations. This means that you will be asked to provide certain documents and information.

It will be necessary for you to obtain an Enhanced Disclosure and Barring Service and include PoCA and PoVA checks as appropriate. Having a criminal record will not necessarily prevent you from registering with us and you are encouraged to disclose any convictions you may have at an early stage. We adhere to the DBS Code of Conduct.

Step 1 – A Pre-Screen Check

This allows us to gather the information we need to send you an application pack
You can register your interest either by visiting the contact page and calling one of our consultants or via email to [recruitment@SNS Healthcare Services Ltd.com](mailto:recruitment@SNSHealthcareServicesLtd.com)

Step 2 – Application Pack

The application pack, consisting of an application form, a relevant skills checklist and a guide to the recruitment process are sent to you or you can apply online on our website.

At this stage, we only require your completed application and skills checklist forms. Your supporting documentation should be brought to the interview as we need to see the originals.

Application Form

The application form must be completed and where it is not applicable please enter "N/A". You may enclose a CV, but this will be considered in addition to the application form.

Declarations

Any declaration made on the form will be completely confidential no matter the nature of the information.

Health

Health questionnaires will be sent to all appointable applicants. It is important that when completing the health section all information of relevance to the post applied for should be detailed. This assists us in ensuring that you are physically and mentally fit under the Regulatory framework from the Care Quality Commission, to undertake the post applied for whilst complying with the Equality Act 2010. Any reasonable adjustment necessary will be considered as part of the recruitment process.

References

Please ensure that you complete the information regarding referees. References are always requested as a confidential statement and therefore are never disclosed to the applicant. We strongly advise that you seek permission from your referee before completing the application form. Any delay in the gathering of this information could impede any decision regarding your suitability for appointment. Where a reference is considered insufficient to make a decision a third reference will be requested. This should be from a previous employer in the last ten years where you have worked for at least three months.

- The referees you provide must be from your last 2 employers (e.g. Healthcare bodies, agencies, nonclinical employers, Universities / Colleges).
- One of your referees must be your current/last line manager. Your references must cover a minimum of a 2-year period.
- A minimum of 2 clinical references is required. All clinical referees provided must hold a position more senior to your own and be able to comment on your clinical competence.
- Business contact details, with job titles, are required. We cannot accept personal/character references from home addresses.

References are always sought before any decision can be made regarding your suitability for employment.

Disclosure and Barring Service (DBS) check

These checks are mandatory under the Health and Social Care Act 2008. It is vital that you declare any criminal activity even where that conviction is deemed spent under the Rehabilitation of Offenders Act 1974. Any disclosure of criminal activity resulting in a Caution, Reprimand or Conviction will not of itself preclude your appointment to the post, however, non-disclosure of any criminal activity will result in any job offer being withdrawn. Trust is a fragile thing and honesty from the outset must be there in order for a clear and transparent working relationship to be developed. In completing the DBS form, new forms are now in place and all sections marked in yellow must be completed. Continuation sheets if any are required, are available from www.homeoffice.gov.uk/dba

Step 3 – Interview

Upon receipt of your completed application and skills checklist forms, we'll contact you to arrange a convenient time for an interview.

The interview will be conducted by one of our specialist, qualified interviewers. Remember, bringing your documents to the interview is a good way to speed up the recruitment process.

Step 4 - Pre-Registration Checks

If you're successful at the interview, we'll begin all the essential pre-registration checks. Once completed, you'll receive confirmation of your registration and a welcome pack.

Important: The pre-registration checks can take up to six weeks to complete. We try to collate the information as quickly as possible and appreciate any help you can give us in achieving this.

Appointed Applicants

On receipt of appropriate references, a job offer will be made which is subject to DBS checks. On completion of the DBS form, evidence needs to be seen with the completed application. This includes

- Utility Bill
- Passport
- Birth Certificate
- Driving License
- International ID Card
- NI Card
- Other Identity Documentation
- Work permit
- Non-EU Immigration Documentation

You will be informed of which documentation is relevant to your application. The Immigration Asylum and Nationality Act 2006 requires us as employers to make checks as to your legal status of employment within the UK. This organisation complies fully with The Border and Immigration Agency guidance for employers in this regard. Documentation must be originals only, copies will be kept for file purposes only.

The mandatory checks which have to be in place in order to safeguard service users inevitably mean a long recruitment process. We advise all new staff that are currently employed to give their notice only when we are able to confirm a job offer.

We will, therefore, be keeping in touch with you throughout the period of the recruitment process. We will agree on the methods used e.g. Mobile phone, email etc. at your convenience.

Step 5 - Induction Training

All staff must undertake an induction programme tailored to their experience, qualifications and competencies. This is mandatory. The induction follows the Skills for Care Certification 2015 Standards 1 - 15.