

Recruitment Process

Independence Home places great emphasis on ensuring that the most suitable candidate is chosen for the job and that all applicants receive fair and equitable treatment. This process covers all aspects of employment within Independence Homes. The following are the principles of Independence Homes in our recruitment of all staff.

Job Posting

Independence Homes provides employees with an opportunity to indicate in open positions and to advance within Independence Homes according to their skills and experience. In general, notices of all regular, full and part time job openings will be advertised on the IHL website, Internal Intranet and external job boards. We also liaise with the job centre on a regular basis to fill some vacancies via open days. We also work with organisations such as the Shaw Trust to support individuals with disabilities find their way back to work including participating in programmes such as RISE.

Personnel Selection

All applicants will be sent an application form (or application declaration if they have applied using their CV), job specification and a job description. Only the applications made using the proper forms will be considered. This allows us to consider all applicants fairly and obtain the information required.

Applications are then received and screened. During screening applications are checked for a full employment history, convictions, relevant experience and references. Should information be missing the application is sent back to the candidate to be reviewed and sent back.

Our application forms are set out in a way to ensure fairness surrounding equality and diversity. We do not ask for information such as gender and age.

Interviews and Assessment Days

Job interviews provide an opportunity for Independence Homes to get the information it needs about applicants to decide who is the most suitable person for the position in question. All interviews are conducted under conditions which are favourable to interviewees giving their best.

In the first instance telephone an interview is carried out. This allows for initial screening period. This is particularly important for service based positions as we ascertain candidate's feelings surrounding personal care, and shift work amongst other items.

Applicants for Managerial positions are next called in for a first stage face to face interview.

All other applicants are then invited to an assessment day. During an assessment day applicants are taken through tests relevant to the role they have applied for. They may then be asked to complete a group activity before being questioned in a values based interview. Our assessment days usually include an introduction from a service user as well as service user participation within the interviews. Assessment days allow us to assess applicants holistically to identify if they have the values required to work with our service users.

At this point all relevant ID and right to work documents as required for a DBS check are examined and copied. Proof of qualifications is also examined and copied. The recruitment team have been trained to identify false identification and use various means to do so including a UV light.

All interviews are completed by managers as they are best placed to understand the needs of their service users and how a particular member of staff would fit in. Service user questioning also adds an extra dimension.

All head office or managerial staff are required to meet with a Director before an offer of employment is made.

Offer of Employment

Following a successful interview, a verbal offer is made and if accepted we apply for references (this may be done at interview stage with permission). We provide them with a formal written offer and terms and conditions. We also request they complete a personal details form, DBS application, HMRC information all via an electronic web form.

DBS Check

All employees of Independence Homes are required to have a current DBS check.

Protection of Vulnerable Adults

All employees of Independence Homes before being allowed to work are checked against the ISA register.

All new starters require a full DBS check before commencing employment with us.

References

All offers of employment are made on condition that satisfactory references are obtained in respect of the applicant. If the references provided prove to be unsatisfactory, the offer of employment may be withdrawn without Independence Homes being in breach of contract. Applicants do not have a confirmed start date until at least 1 satisfactory professional or character reference has been received.

Only once all the required information is received from an applicant as set out above, they are then provided with a start date to commence employment.

Documentation



All applicant documentation is kept securely and once the process has finished, either they become an employee or they are rejected, the information is stored electronically and only accessible to authorised employees.

Training

Managers conducting interviews require basic training in interview techniques and should be aware of aspects of employment law relating to discrimination and recruitment.

The recruitment team have received training on ID verification.

Any additional training identified relating to the recruitment of quality staff will be delivered to all who partake in the activity.