



## Review Sheet

Last Reviewed  
25 Feb '21Last Amended  
25 Feb '21Next Planned Review in 12 months, or  
sooner as required.

Business impact



Changes are important, but urgent implementation is not required, incorporate into your existing workflow.

Reason for this review

Scheduled review

Were changes made?

Yes

Summary:

This policy outlines the values-based recruitment process that should be adopted by a service and highlights this process. It has been reviewed with minimal content changes and references have been updated to ensure they remain current. The forms have been amended and condensed in order to allow the process to flow in a simpler fashion whilst ensuring higher levels of good governance.

Relevant legislation:

- Immigration and Asylum Act 2016
- The Rehabilitation of Offenders Act 1974
- The Care Act 2014
- Employment Rights Act 1996
- Equality Act 2010
- The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014
- General Data Protection Regulation 2016
- The Health and Social Care Act 2008 (Regulated Activities) (Amendment) Regulations 2012

Underpinning knowledge - What have we used to ensure that the policy is current:

- Author: GOV.UK, (2010), *The Employment Relations Act 1999 (Blacklists) Regulations 2010*. [Online] Available from: <https://www.legislation.gov.uk/ukdsi/2010/9780111490457/contents> [Accessed: 25/2/2021]
- Author: Skills for Care, (2018), *Recruitment and retention*. [Online] Available from: <https://www.skillsforcare.org.uk/Recruitment-retention/Recruitment-and-retention.aspx> [Accessed: 25/2/2021]
- Author: HM Government, (2019), *Apply to the EU Settlement Scheme (settled and pre-settled status)*. [Online] Available from: <https://www.gov.uk/settled-status-eu-citizens-families> [Accessed: 25/2/2021]
- Author: HM Government, (2019), *Right to work checks: an employer's guide*. [Online] Available from: <https://www.gov.uk/government/publications/right-to-work-checks-employers-guide> [Accessed: 25/2/2021]
- Author: Gov.uk, (2019), *English language requirement for public sector workers: code of practice*. [Online] Available from: <https://www.gov.uk/government/publications/english-language-requirement-for-public-sector-workers-code-of-practice> [Accessed: 25/2/2021]
- Author: CQC, (2021), *Regulation 19: Fit and proper persons employed*. [Online] Available from: <https://www.cqc.org.uk/guidance-providers/regulations-enforcement/regulation-19-fit-proper-persons-employed> [Accessed: 25/2/2021]

Suggested action:

- Encourage sharing the policy through the use of the QCS App
- Ensure the policy is discussed in planned supervision sessions with relevant staff
- Ensure relevant staff are aware of the content of the whole policy



Equality Impact  
Assessment:

QCS have undertaken an equality analysis during the review of this policy. This statement is a written record that demonstrates that we have shown due regard to the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations with respect to the characteristics protected by equality law.



## 1. Purpose

**1.1** To support Inspiring Aspirations Plus Ltd T/A Inspiring Support in providing a fair, consistent and effective approach to the recruitment of all employees, in accordance with employment law and best practice.

**1.2** To provide a framework for recruitment, induction and onboarding and training within Inspiring Aspirations Plus Ltd T/A Inspiring Support. This policy should dovetail with those other named policies and procedures.

**1.3** To support Inspiring Aspirations Plus Ltd T/A Inspiring Support in meeting the following Key Lines of Enquiry:

Key Question	Key Lines of Enquiry
EFFECTIVE	E2: How does the service make sure that staff have the skills, knowledge and experience to deliver effective care and support?
SAFE	S1: How do systems, processes and practices keep people safe and safeguarded from abuse?
WELL-LED	W2: Does the governance framework ensure that responsibilities are clear and that quality performance, risks and regulatory requirements are understood and managed?

**1.4** To meet the legal requirements of the regulated activities that {Inspiring Aspirations Plus Ltd T/A Inspiring Support} is registered to provide:

- | Immigration and Asylum Act 2016
- | The Rehabilitation of Offenders Act 1974
- | The Care Act 2014
- | Employment Rights Act 1996
- | Equality Act 2010
- | The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014
- | General Data Protection Regulation 2016
- | The Health and Social Care Act 2008 (Regulated Activities) (Amendment) Regulations 2012



## 2. Scope

**2.1** The following roles may be affected by this policy:

- | All staff

**2.2** The following Service Users may be affected by this policy:

- | Service Users

**2.3** The following stakeholders may be affected by this policy:

- | Family
- | Advocates
- | Representatives
- | Commissioners
- | External health professionals
- | Local Authority
- | NHS



## 3. Objectives

**3.1** To recruit and retain skilled people by use of safe processes that enable Inspiring Aspirations Plus Ltd T/A Inspiring Support to achieve and deliver its aims and values.



## 4. Policy

**4.1** It is the responsibility of Jo Kerley to:

- | Comply with this policy and all related Inspiring Aspirations Plus Ltd T/A Inspiring Support recruitment procedures
- | Ensure that all necessary pre-employment checks are carried out including, where applicable, temporary, secondment and agency staff
- | Maintain and update knowledge in relation to recruitment and procedures
- | Ensure that recruitment is applied fairly to all
- | Seek advice if information comes to light at any stage of the process which may impact on the employment offer
- | Ensure that any member of staff responsible for the recruitment of others has the appropriate skills, experience and knowledge to undertake this role competently

**4.2** The interview stage of the recruitment process at Inspiring Aspirations Plus Ltd T/A Inspiring Support will assess the applicant against agreed standards and the interview will be documented. Specific attention will be given to avoiding discrimination of any kind. The recruitment framework will be achieved through values-based recruitment, as per the philosophy of care at Inspiring Aspirations Plus Ltd T/A Inspiring Support.

**4.3** Recruitment will be carried out by use of the suite of records for Inspiring Aspirations Plus Ltd T/A Inspiring Support. These templates are available for Jo Kerley to access for all elements of the recruitment process to ensure consistency and quality.

**4.4** Inspiring Aspirations Plus Ltd T/A Inspiring Support will have due regard and compliance with data protection legislation in relation to the archiving and retention of candidate application forms and associated documentation.

**4.5** Inspiring Aspirations Plus Ltd T/A Inspiring Support staff responsible for any aspect of recruitment will have an awareness and current knowledge of the impact of the EU settlement scheme on immigration and the workforce. Resources are available within the Further Reading section of this policy.



## 5. Procedure

### 5.1 Identifying a Vacant Post

When a vacancy arises, Jo Kerley will consider the most appropriate way to cover the work. Jo Kerley will review the staffing levels, skill mix and working patterns in their team to identify any potential redeployments.

The job description and person specification will be updated to reflect any additions or alterations of the role. Please refer to the suite of job descriptions and person specifications at Inspiring Aspirations Plus Ltd T/A Inspiring Support, which outline the key duties and responsibilities for safeguarding.

A document is available within the Forms section to support rationalising the business case for filling a vacancy.

### 5.2 Advertisement

Alongside the job description and person specification, the advert for the role will be produced.

This will include:

- | A statement of Inspiring Aspirations Plus Ltd T/A Inspiring Support values and its commitment to safe recruitment and working with vulnerable adults
- | The job title, salary, hours and location
- | The contract type
- | The closing date and potential interview dates (if known)
- | Contact details for further information and guidance on how to apply
- | That the role will be subject to DBS checks
- | The role, skills and qualifications necessary
- | The necessary standard of spoken English required for the role

The advert will be placed in the preferred sources as agreed by Inspiring Aspirations Plus T/A Inspiring Support and a copy of the vacancy accessible to staff, e.g. staff notice boards, intranet.

### 5.3 Shortlisting

Candidates need to submit a fully completed Application Form. CVs will not be accepted.

Shortlisting of received application forms will involve a process of reviewing the application against the person specification, which will be carried out by two people. The job specification will be used to ensure that a consistent approach is taken.

Whilst shortlisting, staff will check that the Application Form is fully complete and highlight any inconsistencies (such as gaps in employment) that can be addressed during the interview stage.

All candidates who meet the criteria and who have indicated that they have a disability will be automatically shortlisted and reasonable adjustments to the recruitment stages will be implemented to ensure that candidates receive a fair process.

### 5.4 Invitation to Interview

Sufficient notice will be given to the candidate invited to interview.

When arranging the interview, staff must request the candidate brings ID with them, a copy of which will be held on the candidate's personnel file if successful.

For unsuccessful candidates, information will be retained and destroyed in line with AB62 - Archiving, Disposal and Storing of Records Policy and Procedure.

A template invitation to interview letter is available within the Forms section of this policy.

### 5.5 The Interview Process

Before the interview day, staff will set time aside for a review of the shortlisted application forms or telephone screens.

Staff will:

- | Check that educational qualifications are appropriate and adequate
- | Check work history; note and investigate all periods of no work and reasons for leaving the position
- | Note any declared requirements for adjustments for disability
- | Check the suitability of the supplied references
- | Check the applicant's Disclosure status

If any areas for further discussion are identified as above, these will be added to the interview questions.

On the interview day, the Interview Pack should be used to guide the process. Staff will also:



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- Check that identity has been clearly satisfied, and recent photographs supplied
- Check that all claimed relevant qualifications are accompanied by documentary evidence

A minimum of two people will conduct the interviews, one of whom will be the immediate supervisor or manager of the post being advertised. Interview questions will be agreed and standard for all candidates.

NB: If the interview is carried out by only one person as a result of staff resource issues on the day, the interviewer will be the immediate supervisor or manager of the post advertised and the interview will be preceded by a tour of Inspiring Aspirations Plus Ltd T/A Inspiring Support accompanied by a member of the staff team on duty. That team member will report their personal impressions of the candidate to the interviewer before the interview and will be consulted about the employment decision.

### 5.6 Interview Environment

An interview room will be prepared that enables the candidate to feel relaxed, whilst ensuring that interviews will be private and uninterrupted.

Where possible, arrangements will be made for someone to receive candidates at the door, with instructions to deliver them to a waiting area, making them feel welcome.

All members of staff will have been made aware that interviews are taking place, so that candidates are welcomed appropriately, and the interviewer is informed of their arrival.

The candidate will be offered refreshments and supported to feel as comfortable as possible.

### 5.7 During the Interview

At the start of the interview, the interviewer will provide a brief outline of the philosophy and culture at Inspiring Aspirations Plus Ltd T/A Inspiring Support, as well as gaining assurance of the role being interviewed for.

During the interview, all set questions will be asked, noting answers on the sheets provided within the interview pack.

The candidate will be informed that, if they are successful in their application, the job offer will be subject to the receipt of two satisfactory references, one of which must be from the previous employer and that they cannot start work until those references have been received in writing. They will also be informed that their appointment will be subject to satisfactory information being received from the DBS and the offer of employment will be conditional on the content of the reply and cannot be confirmed until a satisfactory reply has been received.

On completion of interview questions, the candidate will be provided with the opportunity to ask any questions. The candidate will be thanked for attending and informed of when the decision will be made, and how they will be informed.

Once the candidate has left, the score sheet will be completed and recorded on the interview pack provided.

### 5.8 Internal Candidate Interviews

In the case of internal candidates, the full procedure detailed above will be carried out, but the completion of forms and interview questions will be adjusted to take account of prior employment with Inspiring Aspirations Plus Ltd T/A Inspiring Support.

### 5.9 Remote Interviews

Where face to face interviews cannot be held, a remote interview will be used by Inspiring Aspirations Plus Ltd T/A Inspiring Support as part of the recruitment process. The candidate will be provided with an invitation to attend a remote interview which could take the form of a telephone interview or via a remote platform, such as Microsoft Teams or Zoom etc. (Microsoft Teams is currently free for anyone with an NHS mail account, please refer to the link in the Further Reading section). This will be for the interviewer to decide what form of remote interview will be conducted with the candidate.

Before the interview takes place, the interviewer will undertake the pre-interview steps set out in section 5.5, ensuring that they:

- Check that educational qualifications are appropriate and adequate
- Check work history; note and investigate all periods of no work and reasons for leaving the position
- Note any declared requirements for adjustments for disability
- Check the suitability of the supplied references
- Check the applicant's Disclosure status

If any areas for further discussion are identified as above, these must be added to the interview questions. Upon the interview day, staff will ensure that they:



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- Check that identity has been clearly satisfied, and recent photographs supplied
- Check that all claimed relevant qualifications are accompanied by documentary evidence

Initial document checks may be required to be completed remotely, however original copies should be taken to the office and verified prior to the staff member starting at Inspiring Aspirations Plus Ltd T/A Inspiring Support.

Where possible, a minimum of two people should conduct the interviews, one of whom will be the immediate supervisor or manager of the post being advertised. Interview questions will be agreed and standard for all candidates. A remote debrief session will also take place with all interviewers to discuss the candidate, as per section 5.10.

NB: If the interview is carried out by only one person as a result of staff resource issues on the day, the interviewer must be the immediate supervisor or manager of the post advertised. A second remote interview may also be required.

### 5.10 Post Interview

Following each interview, all candidates will be reviewed to critically question all reasons for rejection and acceptance, with no discrimination. If the interviewer is unsure of their proposed decision, they MUST consult Jo Kerley or senior management for further guidance.

It is important that particularly comprehensive notes are made if the person(s) offered the post(s) is not the highest scoring candidate. The crossing out of notes is not permitted, and any alteration must be scored by allowing the original to be legible and signed by the person making the alteration.

For all accepted candidates, they will be contacted offering them the post. A template offer letter can be found in the Forms section of this policy.

A rejection or a holding letter must be completed for every unsuccessful candidate, as appropriate.

### 5.11 Eligibility to Work in the UK and Identity Checks

Staff must refer to PR16 - Right to Work Checks Policy and Procedure in place at Inspiring Aspirations Plus Ltd T/A Inspiring Support for full advice.

Staff can refer to [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk) for current information and support with all aspects of eligibility to work.

### 5.12 English Competency Checks

Inspiring Aspirations Plus Ltd T/A Inspiring Support will ensure that staff have the required level of English language competence for the role, which allows them to deliver a high standard of care to all Service Users.

For those candidates already registered with a professional body, Inspiring Aspirations Plus Ltd T/A Inspiring Support can be assured that they will already have the required level of English competency for their profession. Inspiring Aspirations Plus Ltd T/A Inspiring Support will conduct competency checks when reviewing their profession registration.

For candidates from outside the UK, Inspiring Aspirations Plus Ltd T/A Inspiring Support has a duty to ensure that they have the appropriate levels of English competency for the role, in line with the Equality Act 2010.

Inspiring Aspirations Plus Ltd T/A Inspiring Support will measure the language competency of candidates through the application or as part of the interview process. Candidates may demonstrate that they:

- Have passed an English language competency test
- Hold a degree or relevant qualification in English from a recognised institution
- Have lived in a multi-lingual household where English was the primary form of communication
- Are a national of a majority English speaking country
- Have worked in an organisation or institution where English was their primary language
- Have pursued part of their education in the UK

Inspiring Aspirations Plus Ltd T/A Inspiring Support will work with Service Users to determine the appropriate levels of proficiency for each role, as proportionate to the duties and responsibilities undertaken.

### 5.13 References and DBS

Staff will refer to PR23 - References Policy and Procedure and PR04 - DBS/Disclosure Policy and Procedure for clear direction and support. Reference template letters can be found in the Forms section of this policy.



Jo Kerley will refer to the [Care Quality Commission Guidance FAQs](#) which details regulatory expectations relating to gaining assurance of conduct from previous Support related positions.

#### 5.14 Qualifications

Inspiring Aspirations Plus Ltd T/A Inspiring Support will ensure that, where applicable to the role, candidates have the necessary qualifications. All applicants are required to provide, at interview, evidence of any qualification that is required for the role. This evidence must then be photocopied and retained within the new employee's personnel record.

Registered body registration checks will be made accordingly when employing professionally registered individuals.

#### 5.15 Managing Conflicts of Interest

Where there is a potential conflict of interest during the recruitment process, such as a candidate having a personal relationship with a member of staff, Jo Kerley will refer to PM18 - Relationships at Work Policy and Procedure.

As a minimum:

- | Job applicants will be required to declare on their application any personal/work relationship
- | The prospective member of staff will not be interviewed by the person they have a personal relationship with
- | The prospective member of staff will not be appointed into a post which results in a line management relationship with someone with whom they have a personal relationship

#### 5.16 Withdrawal of Offers

If, after careful consideration, it is decided to withdraw the conditional offer of employment, the grounds for withdrawal must be very clear, e.g. due to unsatisfactory references or other employment checks and the offer of employment rescinded in writing. This decision must be made in conjunction with Jo Kerley or other senior management.

#### 5.17 Complaints

Where an applicant, either internal or external, has a complaint about the recruitment process, they must direct their complaint in writing to Jo Kerley. Jo Kerley will follow QQ79 - Complaints, Suggestions and Compliments Policy and Procedure.



## 6. Definitions

### 6.1 Candidate

- | A candidate is a person who has applied for a role
- | They may be an existing employee or an external applicant
- | The individual is known as a candidate until they commence employment when they become an employee

### 6.2 Recruiting Manager

- | The recruiting manager is the manager of the vacant role who has taken responsibility for recruiting to the role
- | They may be the line manager or another senior manager



## Key Facts - Professionals

Professionals providing this service should be aware of the following:

- | A vacant post allows the opportunity to review staffing within Inspiring Aspirations Plus Ltd T/A Inspiring Support and ensure that the needs of the Service Users are being met
- | Job specifications and descriptions are subject to ongoing review and are adapted to meet the changing needs of Inspiring Aspirations Plus Ltd T/A Inspiring Support
- | All candidates are subject to DBS, eligibility to work in England and identification checks
- | A standardised approach is taken from application to interview to ensure that a fair and equal recruitment process is followed



## Key Facts - People affected by the service

People affected by this service should be aware of the following:

- 1 Inspiring Aspirations Plus Ltd T/A Inspiring Support recruits staff who have the right skills, values and ability to do their jobs well
- 1 There are robust procedures in place to ensure that only the right candidates are employed
- 1 You are fully encouraged to be part of the interview process and can discuss this with Jo Kerley



## Further Reading

As well as the information in the 'underpinning knowledge' section of the review sheet we recommend that you add to your understanding in this policy area by considering the following materials:

**Government Equalities Office - Equality Act 2010: guidance:**

<https://www.gov.uk/guidance/equality-act-2010-guidance>

**UK Visas and Immigration - Skilled Worker Visa:**

<https://www.gov.uk/government/publications/guidance-on-application-for-uk-visa-as-tier-2-worker>

**Information Commissioner's Office - Subject Access Code of Practice:**

<https://ico.org.uk/media/for-organisations/documents/2259722/subject-access-code-of-practice.pdf>

**CIPD** has a legal guide to managing a migrant workforce (released March 2018) as well as resources for post Brexit considerations:

<https://www.cipd.co.uk/knowledge/fundamentals/emp-law/recruitment/migrant-workforce-guidance>

**Microsoft Teams - Link to the Free Version:**

[https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/free?ef\\_id=EA1aIQobChMlo8qa4-KK6QIVpoBQBh0LNAXJEAAYASAAEgL4NPD\\_BwE:G:s&OCID=AID2000956\\_SEM\\_EA1aIQobChMlo8qa4-KK6QIVpoBQBh0LNAXJEAAYASAAEgL4NPD\\_BwE:G:s](https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/free?ef_id=EA1aIQobChMlo8qa4-KK6QIVpoBQBh0LNAXJEAAYASAAEgL4NPD_BwE:G:s&OCID=AID2000956_SEM_EA1aIQobChMlo8qa4-KK6QIVpoBQBh0LNAXJEAAYASAAEgL4NPD_BwE:G:s)



## Outstanding Practice

To be 'outstanding' in this policy area you could provide evidence that:

- 1 The wide understanding of the policy is enabled by proactive use of the QCS App
- 1 Service Users are involved in the development of the service, such as in the interview and recruitment process and in identifying staffing needs
- 1 Inspiring Aspirations Plus Ltd T/A Inspiring Support has clear strategies and effective recruitment practices to ensure that it appoints people who are both capable and motivated to provide high standards of care
- 1 Inspiring Aspirations Plus Ltd T/A Inspiring Support uses a values-based recruitment processes to recruit people with the right behaviours and attitudes
- 1 Inspiring Aspirations Plus Ltd T/A Inspiring Support has a robust approach to vetting new members of staff, reducing the risk of an unsuitable person being employed (e.g. follow up personal and professional references, look into their training records, focus on gaps in employment history, check how they would respond to certain scenarios)

**Forms**

The following forms are included as part of this policy:

<b>Title of form</b>	<b>When would the form be used?</b>	<b>Created by</b>
Vacancy/New Post Business Case - PR36	To rationalise the decision to advertise a vacant post.	QCS
Recruitment Enquiry Telephone Interview Screening Form PR36	To support the shortlisting of candidates via telephone screening.	QCS
Person Specification - PR36	To support candidate awareness of requirements for role and to be used for shortlisting and post-interview scoring.	QCS
Application Form - PR36	To be completed by all candidates before an interview.	QCS
Interview Invite Letter Template - PR36	To be sent to all candidates shortlisted for interview.	QCS
Interview Pack Form - PR36	To record planned interview and add any identified discussion areas from the application form.	QCS
Recruitment Further Investigation Record - PR36	To record any discrepancies during the recruitment process and any action taken.	QCS
Template Rejection Letters - PR36	To be used when a candidate has not been successful, including one with an option to keep application on file.	QCS
Reference Request - PR36	To request references from previous employers upon offer of post.	QCS
Character Reference - PR36	Where a candidate cannot provide any employer references.	QCS
Offer Letter - PR36	For each successful candidate to confirm offer of the role.	QCS
Equal Opportunities Monitoring Form - PR36	To be sent with the offer letter (supply brown envelope.)	QCS
Health and Fitness Questionnaire - PR36	To be sent with the offer letter (supply brown envelope).	QCS

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<b>Replacement of Existing Post</b>	
<b>Name of Person to be replaced:</b>	
<b>Job Title of person to be replaced:</b>	
<b>Hours per week of person to be replaced:</b>	
<b>Rate of pay of person to be replaced:</b>	
<b>Notes:</b>	

<b>New Post Creation</b>	
<b>Job Title of new post:</b>	
<b>Internal / External recruitment:</b>	
<b>Hours per week:</b>	
<b>Weekly cost of new post:</b>	
<b>Rationale / Benefits of creating new post:</b>	

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## Inspiring Aspirations Plus Ltd T/A Inspiring Support

<b>Approval Process</b>			
<b>Requested by:</b>		<b>Date:</b>	
<b>Approved / Declined:</b>		<b>Decision date:</b>	
<b>Name:</b>		<b>Signature:</b>	
<b>Reason for decision:</b>			

Inspiring Aspirations Plus Ltd T/A Inspiring Support

Initial Contact			
Date of Call:		Time of Call:	
Taken By:		For Which Vacancy:	
Where did they hear about the vacancy?			

Personal Details				
Name:		Employed Status:		
Address:				
Tel Home:		Tel Mobile:		
Email Address:				
Role applied for?		If Carer (Over 18)	Yes	No
Role discussed including shift work / times. Candidate happy with role?			Yes	No
Previous Employer:		Position Held:		
Length of Service:		Rate of Pay:		
Reason for leaving:				
Detail experience:				
Any other comments:				

Inspiring Aspirations Plus Ltd T/A Inspiring Support

<b>Disclosure and Barring Service:</b>						
Ask if the applicant has a current DBS in place. If yes, are they registered on the update service? If no DBS, explain the process.		<b>Update Service:</b>		<b>Yes</b>	<b>No</b>	
		<b>Date:</b>				
		<b>Reference:</b>				
<b>Progress to Interview</b>				<b>Yes</b>	<b>No</b>	
<p><b>Yes:</b> Arrange interview. Explain we are an equal rights employer and ask whether they require any particular arrangements to be made for them to attend an interview.</p> <p><b>No:</b> Inform not suitable, giving reasons. Record reasons in comments box. Keep this record</p>						
<b>Data Protection</b>				<b>Consented</b>		
Seek consent for the recording of the above information and the holding of this data for the duration of the application process. Advise that sharing of this data will only be with those that are part of the interview process.				<b>Yes</b>	<b>No</b>	
<b>Individual Interviews</b>						
Send the application form alongside an invite to interview letter or advise the candidate that a fully completed application form must be completed upon arrival at interview with full work history and any gaps explained.						
<b>Application Form sent?</b>	<b>Yes</b>	<b>No</b>	<b>Date:</b>		<b>Sender:</b>	
<b>ID Verification</b>						
Ask them to bring with them: Two recent "Head and Shoulders" Photographs, Photo ID, A recent (not older than 3 months) utility bill, valid National Insurance Card (or other proof of right to work) and original copies of all qualifications / registrations as well as valid proof of address.						

Inspiring Aspirations Plus Ltd T/A Inspiring Support

To be provided alongside the appropriate job description

<b>Values: Dignity &amp; Respect</b>	<b>Essential</b>	<b>Desirable</b>	<b>How to Evidence</b>
Treat people with dignity and respect and practise in line with the Equality Act 2010			
Ability to listen, consider and communicate in an open, accurate and clear way			
Understand: Confidentiality of personal information, promoting Service Users' rights about choice and how they want to be supported			
Having respect for Service Users, their families and their environments at all times			
Managing sensitively behaviours that have the potential to challenge			
<b>Values: Learning &amp; Development</b>	<b>Essential</b>	<b>Desirable</b>	<b>How to Evidence</b>
Has a commitment to learning and development, aware of self and willingness to reflect on own practice and how this can be improved			
Honest and transparent with the courage to speak up if something is wrong			
Able to support, develop Service Users, colleagues and others. A willingness to share knowledge and best practice as well as contribute to new ideas and suggestions for better outcomes			
<b>Values: Teamwork</b>	<b>Essential</b>	<b>Desirable</b>	<b>How to Evidence</b>
Works with colleagues to enable, empower, encourage each other and Service Users to do things for themselves. Ability to form professional relationships, commit to achieving goals and objectives			
Ability to communicate effectively and handover information to colleagues and others within the multidisciplinary team			
Able to prioritise and understand other people's priorities whilst respecting their choices with the ability to adapt to suit individual needs and situations			
Willingness to develop professional relationships with other professionals and agencies to gain further information and support			

<b>Values: Learning &amp; Development</b>	<b>Essential</b>	<b>Desirable</b>	<b>How to Evidence</b>
Dedicated to delivering support to Service Users in a person-centred manner where each Service User is at the centre of everything			
Supports others in a warm, kind, empathetic and reliable manner with integrity and professionalism			
Can respond calmly to events and is able to support Service Users with positive risk taking, whilst communicating the consequences of those risks with others			
Takes personal responsibility and understands professional boundaries			
Has the courage to raise concerns around practice that could impact the outcomes for Service Users			
<b>Values: Education &amp; Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>How to Evidence</b>
A good standard of education			
RQF Diploma, relevant qualifications for the role applied for			
Good Maths, English, Written and Verbal			
Evidence of Training: H&S, COSHH, Moving and Handling			
<b>Values: Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>How to Evidence</b>
Previous experience of working in a similar environment			
Previous experience of working in a similar role			
Experience of working with people, in particular those that may have additional support needs			

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Inspiring Aspirations Plus Ltd T/A Inspiring Support

Role specific skills: In accordance with the Job description	Essential	Desirable	How to Evidence

## Inspiring Aspirations Plus Ltd T/A Inspiring Support

Please ensure that you complete the application form in full as we cannot accept CVs. Please complete with black ink and block capitals. This form will be kept in confidence. Please note that no applicant will be unfairly discriminated against. This includes discrimination on account of age, cultural, religious, political beliefs, disability, ethnicity, gender, race, relationship status, sexual orientation, and / or Trade Union membership or stewardship.

If you have any special requirements to support you to complete this form (e.g. the need for large print or additional time), please contact the Registered Manager.

<b>Position Applied For:</b>								<b>Location:</b>							
<b>Work Preference:</b>				Full Time		Part Time		Bank		Hours Requested:					
I understand this role may include: Shift work, Unsociable Hours, Lone working involved. (Please circle your availability below)										<b>Yes</b>			<b>No</b>		
Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday			
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM		
Evening		Evening		Evening		Evening		Evening		Evening		Evening			

## Inspiring Aspirations Plus Ltd T/A Inspiring Support

Personal Details						
First Names:			Address:			
Surname:						
Maiden Name:						
Previous Names:						
Marital Status:						
Gender:			Postcode:			
Place of Birth:			Nationality:			
Telephone Number:			NI Number:			
Mobile Number:			Email Address:			
Are you a Driver:	Yes	No	Own Transport	Yes	No	N/A
How long have you had a licence?			Any Endorsements:	Yes	No	N/A

Are you a United Kingdom (UK), European Community (EC), European Economic Area (EEA) National	Yes	No*
*If no, please detail your current immigration status and the relevant visa currently held (including Visa number)		
Are you related to any of our current members of staff or Service Users?	Yes	No
<b>Equality Act 2010</b> - Under the Equality Act 2010, the definition of disability is if you have a physical or mental impairment that has a "substantial" and "long-term adverse effect" on your ability to carry out normal day-to-day activities. Further information regarding the definition of disability can be found at: <a href="http://www.gov.uk/definition-of-disability-under-equality-act-2010">www.gov.uk/definition-of-disability-under-equality-act-2010</a> .		
For the purposes of this application and interview stage only, is there anything you would like us to be aware of so that we can make reasonable adjustments during the process?	Prefer not to say	

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<b>Education</b> *(All qualifications will be subject to a satisfactory check).			
School / College / University	Date From:	Date To:	Examinations, Qualifications*

<b>Training Courses</b> attended or completing (evidence of attending courses is required)			
Subject	Location	Date	Details

<b>Professional Memberships / Registrations</b>			
Name of Organisation	Registration Number	Renewal Date	Details

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**Employment History**

Please record below the details of your **full employment history** beginning with your current or most recent first. Any gaps must be explained. Use a separate attached sheet if required; please sign the sheet(s)

**Current / Most recent employer**

Start Date:		End Date:		Salary:	
Job Role:			Employer Name:		
Reason for Leaving:			Contact Name:		
Duties:	Address:				
	Postcode:				
	Telephone:				
	Email:				

**Employment History**

Start Date:		End Date:		Salary:	
Job Role:			Employer Name:		
Reason for Leaving:			Contact Name:		
Duties:	Address:				
	Postcode:				
	Telephone:				
	Email:				

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<b>Employment History Continued</b> (Copy this page if required)					
Start Date:		End Date:		Salary:	
Job Role:			Employer Name:		
Reason for Leaving:			Contact Name:		
Duties:			Address:		
			Postcode:		
			Telephone:		
			Email:		
Start Date:		End Date:		Salary:	
Job Role:			Employer Name:		
Reason for Leaving:			Contact Name:		
Duties:			Address:		
			Postcode:		
			Telephone:		
			Email:		

Inspiring Aspirations Plus Ltd T/A Inspiring Support

<b>Employment History Continued</b> (Copy this page if required)					
Start Date:		End Date:		Salary:	
Job Role:			Employer Name:		
Reason for Leaving:			Contact Name:		
Duties:			Address:		
			Postcode:		
			Telephone:		
			Email:		
Start Date:		End Date:		Salary:	
Job Role:			Employer Name:		
Reason for Leaving:			Contact Name:		
Duties:			Address:		
			Postcode:		
			Telephone:		
			Email:		

**Explanation of Gaps** Use this section to detail any gaps in employment and why

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Inspiring Aspirations Plus Ltd T/A Inspiring Support

**References:** Please provide names, addresses and telephone numbers for referees below who we may approach for a reference.

You must provide references from your two most recent employers. In line with CQC requirements, we require references covering your last five years employment. If you have not had more than one employer in the last five years, we require a further reference. Please provide two character references if you are unable to obtain two professional references, e.g. in the case of an applicant who has been raising children for ten years. All will be contacted, therefore, please inform the referees of the fact that you have used their name. If you are unable to provide the required references, please discuss the matter with us.

	Referee One	Referee Two
<b>Contact Name:</b>		
<b>Business Name:</b>		
<b>Address:</b>		
<b>Postcode:</b>		
<b>Telephone:</b>		
<b>Email:</b>		
<b>Capacity in which known</b>		
	Referee Three	Referee Four
<b>Contact Name:</b>		
<b>Business Name:</b>		
<b>Address:</b>		
<b>Postcode:</b>		
<b>Telephone:</b>		
<b>Email:</b>		
<b>Capacity in which known</b>		
	Additional Referee	Additional Referee
<b>Contact Name:</b>		
<b>Address:</b>		
<b>Postcode:</b>		
<b>Telephone:</b>		
<b>Email:</b>		
<b>Professional / Character:</b>		
<b>Capacity in which known</b>		

<b>Safeguarding / Ex-Offenders Declaration:</b> Please note this section will only be seen by those involved in the recruitment process and will be treated with the strictest confidence.		
The Rehabilitation of Offenders Act 1974 aims to promote equality of opportunity and is committed to treating all applicants fairly regardless of ethnicity, disability, age, gender or gender re-assignment, religion or belief, sexual orientation, pregnancy or maternity and marriage or civil partnership. Inspiring Aspirations Plus Ltd T/A Inspiring Support undertakes not to discriminate unfairly against applicants on the basis of a criminal conviction or other information declared.		
Answering 'yes' to the question below will not necessarily prevent your employment. This will depend on the relevance of the information you provide in respect of the nature of the position and the particular circumstances.		
Are you currently bound over or do you have any current <b>UNSPENT</b> convictions that have been issued by a Court or Court-Martial in the United Kingdom or in any other country?	<b>Yes*</b>	<b>No</b>
Do you have any current <b>UNSPENT</b> police cautions, reprimands or final warnings in the United Kingdom or in any other country?	<b>Yes*</b>	<b>No</b>

### Privacy Statement

We will only collect data for specified, explicit and legitimate use in relation to the recruitment process. By signing this application form, you consent to holding the information contained within this application form. If successfully shortlisted, data will also include shortlisting scoring and interview records. We would like to keep this data until the vacancy is filled. (We cannot estimate the exact time period, but we will consider this period over when a candidate accepts our job offer for the position for which we are considering you). When that period is over, we will either delete your data or inform you that we would like to keep it in our database for future roles.

We have privacy policies that you can request for further information. Please be assured that your data will be securely stored by the Registered Manager and only used for the purposes of recruiting for this vacant post.

You have a right for your data to be forgotten, to rectify or access data, to restrict processing, to withdraw consent and to be kept informed about the processing of your data. If you would like to discuss this further or withdraw your consent at any time, please contact the Registered Manager to discuss.

### Declaration

The information in this application form is true and complete. I agree that any deliberate omission, falsification or misrepresentation in the application form will be grounds for rejecting this application or subsequent dismissal if employed. Where applicable, I consent that can seek clarification regarding professional registration details.

<b>Print Full Name:</b>			
<b>Signature:</b>		<b>Date:</b>	

**Supporting Statement**

Please add here your reasons for applying. You should refer to the job description and person specification to guide you. It would also be of value to describe particular strengths and talents that set you apart from others as well as including skills gained from work, home and other activities.

Inspiring Aspirations Plus Ltd T/A Inspiring Support

This should be completed before attending any interview. It will be discussed as part of the interview process.

<b>If I was a Service User, I would like:</b>	
<b>I believe that the Service User's family and Relatives would like the following:</b>	
<b>I believe that I can support a Service User because:</b>	
<b>As a member of the team, I would feel valued when:</b>	
<b>I believe that a good relationship between me and the Service User depends upon:</b>	
<b>I believe that I learn best when:</b>	<b>I believe that a good working team is made by:</b>
<b>I believe that my role in relation to the Service User is:</b>	
<b>My other beliefs and values relevant to my job role are:</b>	

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**INTERVIEW INVITATION**

Inspiring Aspirations Plus Ltd T/A Inspiring Support  
01473 290276

Date: **[Insert Date]**

To: **[Insert First and Last Name of Candidate]**

Dear **[Insert Name]**,

Thank you for applying for the post of **[Insert Post Title]** at Inspiring Aspirations Plus Ltd T/A Inspiring Support.

We would like to invite you for an interview at the above address at **[Insert Time]** on **[Insert Date]**. If you are unable to attend, please telephone us on the number provided above.

You should bring the following items with you when you attend or we will not be able to progress your application:

- Evidence of your National Insurance Number
- Right to work documentation
- Either a passport, driving licence or other form of photographic identification

In addition to the above:

- Proof of address, such as an **original** recent utility bill, a credit card bill, bank statement, or council tax bill. This must include your name and be no older than 3 months
- Two recent 'head and shoulders' photographs of yourself
- Originals of any training or education certificates which are relevant to your application
- Any relevant certificates or registration evidence that support your application for this role

If you are unable to provide any of the above required documents, please contact Jo Kerley for advice.

Please advise us if you have any access requirements that we need to be aware of and can accommodate for you before the interview.

We look forward to meeting you soon.

Yours sincerely,

For and on behalf of Inspiring Aspirations Plus Ltd T/A Inspiring Support

Inspiring Aspirations Plus Ltd T/A Inspiring Support

<b>Candidate Name</b>		<b>Interview Date</b>	
<b>Post Applied for:</b>		<b>Interview Time</b>	
<b>Interview Panel:</b>			

<b>Scoring Key</b>			
<b>1: Below level required / Does not demonstrate Achievement</b>	<b>2: Meets Essential Requirements</b>	<b>3: Exceeds Requirements</b>	
		<b>Personal Specification (12)</b>	
		Values (3), Education / Qualifications (3), Experience (3), Role Specific (3)	
		<b>Values Based Screening (27)</b>	
		Per Response (3)	
		<b>Application Form (9)</b>	
		Training (3), Employment (3), Experience (3)	
		<b>Interview Questions (63)</b>	
		As per interview record per answer (3)	
<b>Identity Verification</b> (Tick when completed)			
<b>ID Satisfactory / Received</b>		<b>Documentary Evidence of Qualifications</b>	

<b>Outcome / Rationale</b>	<b>Score 00 / 100</b>	<b>Proceed to Offer</b>	<b>Decline Offer</b>
<b>Signed by all parties involved in the decision</b>			
<b>Print Name:</b>	<b>Signature:</b>	<b>Date:</b>	



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Interview Preparation	Issues arising / Action Plan / Comments
Telephone Screening	
Values Screening	
Application Form	
Education / Qualifications	Check and note dates
Completeness of Work History	
Specific Experience / Skills	
Candidate Identity Checks Readiness	
Ability to work in the UK	
Criminal Record Disclosure	
Applicability of References supplied	

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<b>Identity Checks</b>
------------------------

<b>Section 1 – Photo graphic evidence</b>
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Original Document Only	Confirm Observation of the Original Document		
	Yes	No	N/A
Full Signed UK Passport or EU / Other Nationality Passport			
UK / EU Photocard Driving licence			
UK Biometric residence permit (BRP) Card			
HM Armed Forces ID card			
PASS Identity Card			
Other: (State)			
Countersigned photograph (including name of countersignatory, date, signature, contact details, capacity known and for how long (must be greater than 2 years and from a person of some standing in the community)*)	Are additional requirements met?		Y    N
*In addition to a countersigned photograph, the candidate must supply one of the following: Birth Certificate or other evidence confirming a name change, HMRC letter, DWP notification, Local Government / Authority letter (issued within the past 6 months)			

<b>Section 2 – Proof of Address</b>			
<b>Original Document Only</b>	<b>Confirm Observation of the Original Document</b>		
	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Utility bill in candidate's name (issued within last 3 months)			
Local Authority Tax statement (issued within last 3 months)			
Driving Licence (if not already used above)			
HMRC Tax notification (issued within last 3 months)			
Financial Statement e.g. Credit Card/Bank (issued within the last 3 months)			
Credit Union Statement (issued within the last 12 months)			
Mortgage Statement (issued within the last 12 months)			
Council Rent Card / Tenancy Agreement (issued within the last 12 months)			
Department for Work and Pensions Benefits			
Other: (State)			
NB: If Candidate cannot supply a proof of address, seek confirmation from an Electoral Register by contacting the relevant Local Authority.			
<b>I can confirm that the above candidate's identity has been checked and verified prior to commencement of interview. A copy of evidence has been taken and signed with this interview pack.</b>			
<b>Verified By:</b>		<b>Date:</b>	

Inspiring Aspirations Plus Ltd T/A Inspiring Support

## Values Based Interview Questions

Scoring Key		
1: Below level required / Does not demonstrate Achievement	2: Meets Essential Requirements	3: Exceeds Requirements

Tick if used	Question Examples Dignity & Respect (Ask 3 Questions One from A, B and C)	Score		
		1	2	3
A	Can you give some examples of how you promote dignity and respect?			
A	Can you describe an occasion where you have had to adapt the way you communicate to achieve a result?			
A	How would you gather the views of Service Users that may not be able to communicate?			
B	Tell me about a situation involving others that was particularly difficult to deal with. What made it difficult? How did you manage the situation?			
B	Tell me what your understanding of equality, diversity and inclusion is. Can you provide some examples?			
C	How would you learn to communicate in different ways to ensure that Service Users understand?			
C	What do you think the requirements of confidentiality are when supporting Service Users?			
Notes on A				
Notes on B				
Notes on C				

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Tick if used	Question Examples Learning and Development (Ask 4 Questions One from A and B, Two from C)	Score		
		1	2	3
A	Tell us about the last course you attended. What did you learn and how did you change practice as a result?			
A	How do you know you have done a good job?			
A	Can you give an example that demonstrates when you have "gone the extra mile"? What was the situation? Why did you do this? What was the outcome?			
B	Detail a time where you have had to intervene to improve a work situation			
B	How do you share your skills and knowledge with others, what are the key skills needed to do this?			
B	Describe a situation where you have demonstrated integrity?			
C	Describe a time where you have changed the way you work for the better. How did you communicate your ideas with this?			
C	What do you do to try and improve the way you work?			
C	Could you give an example where you have learned from feedback?			
C	Could you give an example where you actively went out of your way to learn something new in order to achieve a personal goal?			
Notes from A				
Notes from B				
Notes from C				
Notes from C				

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Tick if used	Question Examples Teamwork (Ask 3 Questions One from A, B and C)	Score		
		1	2	3
A	Can you describe a situation where you worked in a team and things did not work out? On reflection, how would you have handled the situation differently? What did you learn about yourself?			
A	How do you motivate yourself when faced with a task you do not enjoy?			
B	How do you prioritise your workload?			
B	Can you describe a time where you have had to reprioritise what you were doing at the request of someone else. How did it make you feel? How did you respond?			
C	How do you motivate others?			
C	Describe a situation where it was important that you worked as part of a team			
Notes from A				
Notes from B				
Notes from C				

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Tick if used	Question Examples Quality & Safety (Ask 3 Questions One from A, B and C)	Score		
		1	2	3
A	Have you ever had concerns about a colleague and their work? How did you deal with this?			
A	What does person-centred mean to you?			
A	What is your understanding of data protection? What would your role be in relation to data protection?			
B	Tell me about a time where you have had to remain calm at work.			
B	What is your understanding of professional boundaries? Can you provide some examples?			
B	What are your thoughts about Service Users taking risks? What would your role be to support people to take risks?			
C	What is your motivation for working at and why?			
C	What do you see as challenges?			
Notes from A				
Notes from B				
Notes from C				

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Tick if used	Question Examples Safeguarding (Ask 3 Questions One from A, B and C)	Score		
		1	2	3
A	What would you do if someone in management asked you to do something that you did not feel was right?			
A	How would you support someone who does not have the capacity to make decisions?			
B	What is your understanding of whistleblowing?			
B	How would you respond if a Service User discloses to you that they are being abused but do not want you to tell anyone?			
C	Safeguarding is an important and topical issue. How would you know that Service Users are safe and healthy? If you felt concerned, what would you do?			
C	What is your understanding of the term 'safeguarding'? What is your role?			
Notes from A				
Notes from B				
Notes from C				

## Inspiring Aspirations Plus Ltd T/A Inspiring Support

Skills & Knowledge	Score		
What current skills and experience can you bring to this role?	1	2	3
What areas of strength do you have? What area do you need to develop?	1	2	3
Work specific to job role scenario – based question	1	2	3
Work specific to job role scenario – based question	1	2	3
Work specific to job role scenario – based question	1	2	3

**Administrative Questions** – Record here any additional questions asked in response to the application form:

**Candidate Questions** – Record here any questions asked by the candidate and any responses given:

**Additional Comments** – Bullet Point here any information shared to the candidate  
(e.g. Holidays, Hours, etc.)

## Inspiring Aspirations Plus Ltd T/A Inspiring Support

Use this form if there are any deficits in information / documentation supplied to you. In certain areas, the manager has the authority to make a decision based on the balance of information available, but the reason must be explicitly recorded and retained, and the decision must have been responsibly reached with due reference to the aim of protecting vulnerable people.

<b>References:</b> No references, inadequate references or poor references from last employer - State reasons given			
<b>Investigations made</b>	<b>Conclusions, if any reached</b>		
	Continue recruitment process	<b>Yes</b>	<b>No</b>
	Withdraw recruitment process	<b>Yes</b>	<b>No</b>

<b>Gaps in Employment History - State reasons given</b>			
<b>Investigations made</b>	<b>Conclusions, if any reached</b>		
	Continue recruitment process	<b>Yes</b>	<b>No</b>
	Withdraw recruitment process	<b>Yes</b>	<b>No</b>

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**Disclosure:** For use if the disclosure process reveals convictions or warnings and for which it has been decided to discount for recruitment purposes. **IMPORTANT** – Do not record the offences here - that is a breach of data storage provisions – only state your reasons for discounting the disclosures as a reason for not employing the applicant.

Investigations made	Conclusions, if any reached		
	Continue recruitment process	Yes	No
	Withdraw recruitment process	Yes	No

<b>Registered Manager's Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	

Inspiring Aspirations Plus Ltd T/A Inspiring Support

**Rejection Letter**

Inspiring Aspirations Plus Ltd T/A Inspiring Support

Date:

Attention of **[Insert Candidate Name]**Dear **[Insert Candidate Name]**,Thank you for your application for the post of **[Insert Post Title]**.

I'm sorry to inform you that, unfortunately, you were not successful on this occasion. Thank you for your interest and I wish you good luck for your future.

Yours sincerely,

For and behalf of Inspiring Aspirations Plus Ltd T/A Inspiring Support

Inspiring Aspirations Plus Ltd T/A Inspiring Support

**Rejection Letter – Request to Keep Details On File**

Inspiring Aspirations Plus Ltd T/A Inspiring Support

Date:

Attention of **[Insert Candidate Name]**Dear **[Insert Candidate Name]**,Thank you for your application for the post of **[Insert Post Title]**.

I am sorry to inform you that, while you met our specification for the post applied for, unfortunately you were not successful on this occasion.

However, we would like to keep your application on file to be considered for any future vacancies that may arise. If you do not wish us to retain the file, please contact us to request the destruction of your application.

Yours sincerely,

For and behalf of Inspiring Aspirations Plus Ltd T/A Inspiring Support

## Inspiring Aspirations Plus Ltd T/A Inspiring Support

Dear:			
Company Name:			
Address:			
Tel:		Email:	

Candidate Name:				Has given your name as a referee	
For the position of:					
<p>The named candidate has given permission to contact you to provide information related to their current and / or previous employment / educational . I would be grateful if you could consider the attached Job Description for this role and provide your thoughts on their suitability for this post by completing this Reference Request.</p> <p>Any information that you provide will be treated in the strictest confidence, in line with the General Data Protection Regulations.</p> <p>Please could you return the completed reference to me by using the stamped, addressed envelope or electronically secure routes to:</p>					
By fax to:				By email to:	
Company Name:				Employment start date:	
Name of Referee:				Employment end date:	
Position held and duties:					
Capacity in which candidate is known:					
How long have you known the candidate?					
Reason for leaving:					
Was the candidate subject to any formal form of performance management / safeguarding / disciplinary action within the last 12 months?				Yes	No
If yes, please give further details:					
Would you employ the candidate again?				Yes	No
If No, please give further details:					



## Inspiring Aspirations Plus Ltd T/A Inspiring Support

<b>Criteria: Assign X to the applicant performance</b>	Excellent	Good	Average	Unable to comment	
Dignity and respect					
Compassion, empathy, ability to empower others					
Motivation, commitment and attitude to work					
Learning and development interest					
Team working ability					
Lone working. Ability to work on own initiative					
Understanding and compliance with quality and safety					
Overall contribution as a member of staff					
Did you find the applicant honest and trustworthy?				Yes	No
Did you find the candidate to be reliable in carrying out his / her duties?				Yes	No
Was the applicant's attendance / time keeping acceptable?				Yes	No
Do you think the candidate is a suitable person to undertake this post?				Yes	No
Please provide any additional comments here (continue on an additional sheet if necessary):					
Referee Signature:		Date:			

**Privacy**

Individuals have a right under the General Data Protection Regulations to see copies of references received about them. Therefore, we cannot guarantee the complete confidentiality of any reference received.

We will only collect data for specified, explicit and legitimate use in relation to the recruitment process. By signing this document, you consent to holding the information contained.

We are required to keep this information within the candidate's personnel file. We cannot estimate the exact time period it will be held for. When that period is over, we will delete your data.

We have privacy policies that you can request for further information. Please be assured that your data will be securely stored by the Registered Manager and only used for the purposes of successful recruitment of the candidate.

You have a right for your data to be forgotten, to rectify or access data, to restrict processing, to withdraw consent and to be kept informed about the processing of your data. If you would like to discuss this further or withdraw your consent at any time, please contact us.

<b>Office use only</b>			
Reference verified by Name:		Date:	
Verbal Reference Taken By:		Date:	

## Inspiring Aspirations Plus Ltd T/A Inspiring Support

Dear:			
Address:			
Tel:		Email:	

Candidate Name:		Has given your name as a referee
-----------------	--	----------------------------------

For the position of:			
----------------------	--	--	--

The above has applied for the post and has named you as a character referee.

I should be grateful if you would express your opinion of the suitability of the candidate for the post specified, in addition to the following specific enquiries. We would appreciate it if you did not discuss the health of the person.

Please find enclosed a copy of the Job Description and Person Specification to guide your consideration for the suitability of the candidate. Your reply will be kept in line with Data Protection Policies in line with The General Data Protection Regulations.

Please could you return the completed reference to me by using the stamped, addressed envelope or electronically secure routes by:

Fax to:		Email to:	
---------	--	-----------	--

Capacity in which candidate is known?			
---------------------------------------	--	--	--

How long have you known the candidate?			
--	--	--	--

Please state here your views on the person's ability to work in this role and detail why:

<b>Referee Signature:</b>		<b>Date:</b>	
---------------------------	--	--------------	--

**Privacy:** Individuals have a right under the General Data Protection Regulations to see copies of references received about them. Therefore we cannot guarantee the complete confidentiality of any reference received.

We will only collect data for specified, explicit and legitimate use in relation to the recruitment process. By signing this document, you consent to holding the information contained. We are required to keep this information within the candidate's personnel file. We cannot estimate the exact time period it will be held for. When that period is over, we will delete your data.

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<b>Office use only</b>				
Reference verified by:	Name:		Date:	
Verbal Reference Taken by:	Name:		Date:	

Inspiring Aspirations Plus Ltd T/A Inspiring Support

Inspiring Aspirations Plus Ltd T/A Inspiring Support

Date: **[Insert Date]**Dear **[Insert Name]**,Thank you for your application for the post of **[Insert Post Title]**.

I am very pleased to inform you that you were successful in your application. We would like to provisionally offer you:

The post of **[Insert Post Title]**. For **[Insert Hours]** hours per week. At the rate of £**[Insert Hourly Rate]** per hour.Annual holidays will be **[Insert Days Holiday Per Year]** days per year, pro-rata for a part-year, and the holiday year runs from 01 January to 31 December.

This offer is conditional on the receipt of satisfactory references, including from your last/present employer as well as a satisfactory response from the DBS register, and where it applies, satisfactory checks of active professional registration. Please find enclosed an equal opportunities and health and fitness screen that we would appreciate you completing and returning in the sealed brown envelope. Please be assured this information will be held confidentially and only reviewed by the Registered Manager. If you would prefer to discuss this, please contact Jo Kerley (Registered Manager) direct on: 01473 290276.

Finally, we ask that you please contact us to indicate whether you would like to accept our offer and we can agree a potential start date.

Yours sincerely,

For and behalf of Inspiring Aspirations Plus Ltd T/A Inspiring Support

Inspiring Aspirations Plus Ltd T/A Inspiring Support is committed to equality of opportunity and fair treatment in all aspects of employment. We aim to provide a working and learning environment which is free from unfair discrimination and will enable staff to fulfil their personal potential. The Equality Act 2010 protects people from discrimination and promotes equality on the basis of a number of 'protected characteristics'. We ask for information on your 'protected characteristics' in order to help us monitor our performance on equality. In line with Government policy, and in accordance with the provisions of GDPR, the information you provide will be held confidentially and It will help us to comply with the law under the relevant Acts and to ensure that our employment policies and practices are fair and effective.

**IMPORTANT - Please Note:** You do not have to complete this form. The information is given on a voluntary basis and the information provided will only be used for the monitoring purpose. Please do not enter any identifying marks on this form, so that your information remains confidential. This information will be stored on a computer.

<b>Ethnic Origin:</b> Please indicate your Ethnic Origin					
<b>Asian or Asian British</b>		<b>Mixed</b>		<b>Other Ethnic Background</b>	
	Bangladeshi		White & Asian		Chinese
	Indian		White & Black African		Any Other Chinese
	Pakistani		White/Black Caribbean		
	Other Asian		Other mix		Any other ethnic
<b>Black or Black British</b>		<b>White</b>			
	African		British		I do not wish to disclose my Ethnic
	Caribbean		Irish		
	Other Black Background		Other White		

<b>Gender:</b> Please indicate your Gender					
	Female		Male		Other state below
	Transgender Female		Transgender Male		
I do not wish to disclose my Ethnic					
<b>Sexual Orientation:</b> Please indicate your Sexual Orientation					
	Heterosexual		Bisexual		Other state below
	Gay		Lesbian		
I do not wish to disclose my Sexual Orientation					

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<b>Religion or Belief:</b> Please indicate your Religion or Belief										
	Buddhist		Jewish		Hindu					
	Christian		Muslim		Sikh					
	I do not have any Religion or Beliefs							Other state below		
	I do not wish to disclose my Religion or Belief									
<b>Marital Status:</b> Please indicate your Marital Status										
	Common Law Partnership		Married / Civil Partnership		Widowed					
	Divorced		Single		Other (State)					
<b>As per Equality Act 2010:</b> Do you consider yourself to have a disability							<b>Yes</b>	<b>No</b>		
Under the terms of the Act, a disability is defined as a “physical or mental impairment which has a substantial and long-term effect on a person’s ability to carry out day-to-day activities”.										
	I do not wish to disclose whether or not I have a disability									
<b>Caring Responsibilities:</b> Do you have any care responsibilities for anyone										
<b>Yes</b>	<b>No</b>	If yes	Children U16		Disabled		Sick / Elderly			

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<b>Please answer the following questions</b>		Yes	No
<b>1</b>	Do you have or have you ever had any significant health problem, impairment / disability (physical or mental) or learning difficulties that may affect your ability to undertake the tasks set out in the job description of the post offered?		
<b>2</b>	Do you have or have you ever had any illness, impairment of disability that may have been caused or made worse by your work?		
<b>3</b>	Have you ever left or been denied employment in an organisation on the grounds of ill health or been medically retired on the grounds of ill health?		
<b>4</b>	Are you having, or waiting for any medical treatment or investigations at present?		
<b>5</b>	Will you need any special aids or adjustments or assistance to enable you to undertake the tasks set out in the job description of the post offered?		
If you answered 'yes' to any of the above questions, please provide details below:			

<b>Applicant's Declaration</b> Circle 'Yes' / 'No' as appropriate		<b>Read and Understood</b>	
<b>1</b>	I confirm that the information given above is complete and correct. I understand that any incomplete, untrue or misleading information given will entitle the employer to reject my application, withdraw any offer of employment, or, if I am employed, dismiss me without notice.	Yes	No
<b>2</b>	By my signature, I give authority to the employer to contact my GP for further details regarding any of the potential health problems I have declared above.	Yes	No
<b>3</b>	I agree that Inspiring Aspirations Plus Ltd T/A Inspiring Support reserves the right to require me to undergo a medical examination to assess my suitability for work.	Yes	No
<b>4</b>	I do not wish to complete the questionnaire and I do not wish to have a free health assessment.	Yes	No
<b>5</b>	Will you need any special aids or adjustments or assistance to enable you to undertake the tasks set out in the job description of the post offered?	Yes	No

<b>Print Name</b>	<b>Signature</b>	<b>Date</b>