

CLIFFORD HOUSE

The Recruitment and Selection of Staff

All child care agencies, whether Local Authority, Voluntary or Private, are required by legislation to make stringent checks when vetting applicants who wish to work with children and vulnerable adults. Such checks are necessary to protect potentially vulnerable young people and to preclude those people unsuited to working with children and vulnerable adults. Typical features of such checks include the following:-

- enhanced criminal record checks which includes checks against Police Records, Section 142 of the Education Act 2002, POCA and POVA;
- checks of professional registers;
- asking candidates to confirm identity through official documents;
- verifying the authenticity of qualifications and references;
- seeking a full employment history for prospective staff members and reserving the right to approach any previous employer; checking with former employers the reason why employment ended; identifying any gaps or inconsistencies in employment history and seeking explanations where necessary;
- by offering employment only after references are obtained and checked. Your referees will be reminded that references should contain no material mis-statement or omission relevant to your suitability for the post; *and*
- making all employment in which the work is with children (including internal transfers) subject to a probationary period.

If we make you an offer following an interview we will need to know if, subject to all of the above checks being satisfactory, you intend to take the post. References and checks will not be initiated until you have made that decision. This will give you an opportunity to let your current employer know that we will be contacting them in the near future.

When these checks have all been made and all elements are satisfactory, your offer will be confirmed and a start date given.

If you would like to discuss in confidence any concerns you may have about any incident in your past which you think may lead to us withdrawing an offer of employment, we would be pleased to respond to you informally and will advise you whether or not the incident in question will mean you cannot be employed by Clifford House. Although the checking procedures outlined above are both thorough and time consuming, we are sure you will appreciate how necessary these are in protecting the young people we look after.

I accept the above information and wish to proceed with the interview process if invited to do so.

Name:

Signed: Date:

Please sign and return this form with your application