

Safer Recruitment Guidelines

ADVERTISEMENT will include:

- Details about the role
- Key dates for recruitment
- Our commitment to safeguarding
- Whether a criminal record check will be required
- Volunteer roles will be advertised in a manner appropriate to the vacancy

INFORMATION PACK might include:

- Information about the organisation
- Information about the role
- Recruitment dates
- Safeguarding policy/statement
- Application form
- Safeguarding declaration (where appropriate)

APPLICATIONS:

- All applicants will be required to fill in the College application form
- The application form will be checked to ensure the applicant has provided all the required information about themselves and they have completed the safeguarding declaration section of the application form
- Each application will be scrutinised carefully and fairly with reference to the criteria for the role before carrying out interviews or discussions with candidates

INTERVIEWS:

- Interviews will be conducted for all shortlisted candidates based on an objective assessment of the candidate's ability to meet the person specification and job description
- Shortlisted candidates will receive the same letter of invitation to interview, supplying them with all necessary information
- Applicants will be interviewed by a panel of at least two people
- Specific questions will be asked to gain the required information about each candidate's suitability, including questions needed to address any gaps in information supplied on the application form



DOCUMENT CHECKS:

- Appropriate checks will be carried out on the successful candidate, including references (two references will be sought with at least one from a former employer), confirmation of identity, relevant certificates of qualifications/course attendance and if required a DBS check.

OFFER:

- The successful candidate will be informed in writing that they will be offered the role and where applicable they will be advised that this is subject to satisfactory checks.
- Unsuccessful candidates will be notified.