



Guidance Notes for Applicants

Overview / Background

The Hesley Group provides care, education and vocational services for children and adults, all of whom have complex needs, challenging behaviours and severe learning difficulties arising mainly from autism. The task of The Hesley Group is to provide developmental opportunities to assist an individual on their journey towards a more independent lifestyle.

Although all The Group's students/residents access wider community facilities, this can only be done after significant preparation and with the constant presence and support of care staff.

Recruitment Standards

The Hesley People Charter ensures that prospective employees are:

1. Treated in a polite, helpful and efficient way at all times
2. Provided with accurate information and, if requested, an application pack within two working days
3. Considered on merit as measured against the job requirements

Equal Opportunities

The Hesley Group is an equal opportunity employer and welcomes applications from all sections of the community, irrespective of race, religion, sexual orientation, disability, marital status or age. It seeks to ensure that all applicants and employees are treated fairly and equally.

Application forms are monitored according to the information provided on ethnic origin, sex, marital status, age, disability and primary care status. This information is used to identify trends in the number of applications that apply, are short-listed and appointed. It is not made available to those involved in the selection process.

Applicants with a disability will be treated equally and where possible arrangements will be made to accommodate specific needs.

All applicants will be considered on their ability to do the job.

The Recruitment Process

Completing the application form is the first stage of the selection process and it is important that it is completed accurately, thoroughly and includes all required information.

Completing the application form

- Applicants are recommended to carefully read the job description and person specification.
- All sections should be completed using a black pen.
- If more space is needed applicants should continue on a separate sheet, clearly including their name on each additional page.
- Applicants should ensure that the information provided is well organised, relevant and covers the person specification requirements.
- Application forms are assessed on the applicant's relevant experience, qualifications and ability to carry out the duties. This may be from current or previous employment, or from community or voluntary work.
- The completed 'Application Form' and any associated papers including the 'Job Application Monitoring Form' should be returned in the reply envelope provided.

The application process

- Forms must be returned by the closing date.
- After the closing date all application forms are considered and those applicants whose experience best meets the person specification will be invited to attend an interview.
- Successful applicants will be contacted within four weeks of the closing date.
- If applicants would like the opportunity to visit a site prior to interview, then informal visits to The Hesley Group can be arranged through the Recruitment and Resourcing Officer.
- Successful applicants will receive an interview invitation letter, which contains the details of the interview, enabling applicants to fully prepare beforehand.

The interview

The panel interview enables each applicant to:

- Expand on their experience and demonstrate their suitability for the post
- Ask any questions about the job including conditions and terms of employment

Some jobs may require applicants to carry out a job related task and this will be explained in the interview letter.

Records are kept of each interview to demonstrate that decisions are clear, consistent and objective.

Post interview

Before making an offer of employment to successful candidates, references from current and most recent employers are sought. This process can often cause delays and it is recommended that applicants contact referees to expedite the process. Offers of employment are subject to the receipt of a satisfactory Criminal Records Bureau Disclosure and medical questionnaire. Unsuccessful Applicants will be notified by letter within five days of interview.

Rehabilitation of Offenders Act 1974

Because of the nature of its work with children and vulnerable adults, The Hesley Group assesses applicant's suitability for positions of trust using the Criminal Records Bureau's (CRB) Disclosure Service. It conducts checks at an enhanced level on all staff who work directly with or in close proximity to students/residents.

The provisions of the 1974 Act relating to the non-disclosure of criminal convictions does not apply to certain occupations. Some roles at The Hesley Group are included in this category, which means that no conviction can be considered spent and all must be disclosed.

A previous conviction is not necessarily a bar from employment. This will depend on the nature of the position and the circumstances and background of the offences.

No applicant will be discriminated against unfairly on the basis of a conviction or other information revealed by a CRB disclosure.

Applicants invited to an interview will receive a summary of the Group's Policy and will be required to complete the form 'Rehabilitation of Offenders Act 1974 – Details of Any Previous Convictions'. This information is treated as confidential and will only be disclosed to the necessary recruitment team member.

All offers of employment are subject to a Disclosure from the CRB and to the applicant consenting to The Hesley Group obtaining the same. Failure to disclose any conviction, caution, binding over, reprimand or warning subsequently revealed by the Disclosure, may result in withdrawal of any job offer or, if already employed, summary dismissal.

Referees

Applicants should provide the names, occupations and addresses of current and previous employers. Applicants with no previous work experience may use a Head Teacher or Tutor's name and an unrelated second referee who can provide a character reference.

It is always advisable to inform referees that they may be contacted and all job offers are conditional to the successful receipt of references.

Complaints Procedures

Complaints arising from any aspect of the Recruitment and Selection process should be addressed to the Human Resources Manager in writing at the following address:

HR Manager, The Hesley Group, Hesley Hall, Tickhill, Doncaster, DN11 9HH.

A representative will take responsibility for investigating the complaint within 10 working days.

Smoking / Alcohol / Drugs at work

The Hesley Group operates a policy of No Smoking. The possession or consumption of alcohol and the use of non-prescribed drugs and illegal substances are prohibited within all Hesley Group establishments.

Dress Code

A dress code is in operation and employees will be provided with the relevant details on the first day of Induction.

Probationary Periods

All appointments within The Hesley Group are subject to a probationary period of six months.

During the probationary period employees are supported with training and development. Progress and suitability for the post is monitored and assessed and employees receive continuous feedback during this period.

Training

Employees receive six weeks of general Induction and Foundation training followed by training specific to the post. Where assessment facilities are available, employees are encouraged to achieve the relevant NVQ qualifications.

New employees usually job shadow a colleague for a period of time to build confidence and develop new skills.

If you need further assistance, or have additional questions please contact the Recruitment Department on Tel: 01302 861666

Good luck with your application.