



KINGDOM HEALTHCARE POLICY

ON

RECRUITMENT

## **PHILOSOPHY**

This Agency is committed to providing equal employment opportunities to all job applicants, irrespective of race, nationality, sex, union membership or disability.

## **JOB POSTING**

The Agency provides employees with an opportunity to indicate their interest in open positions and to advance with the Agency according to their skills and experience. The Agency encourages employees to talk with their Line managers about their career plans and Line Managers are encouraged to support employees' efforts to gain experience and advance within the organisation.

All applicants will be sent an application form and a job description. Only applications made using the correct form and received by the advertised deadline will be considered. Applicants will be short-listed by comparing their application form with the person specification for the job. All short-listed applicants will be offered an interview and given details of the Agency, the position for which they have applied and the terms and conditions of employment.

## **EQUAL OPPORTUNITIES POLICY**

The Agency practices an equal opportunities policy and wishes to recruit and employ those people who are best suited for the vacancies for which they have applied, regardless of sex, sexual orientation, religion, ethnic origin, race, disability, or union membership, therefore all applications will be reviewed.

## **REFERENCES**

All offers of employment are made on condition that satisfactory references are obtained in respect of the applicant.

Applicants should confirm in writing that their present employer may be approached for a reference.

If a reference, verbal or written, is deemed unsatisfactory, the applicant should be told and given written confirmation that the offer of employment has been withdrawn since the condition to which it was subject has not been fulfilled.

When recruiting new staff the Agency will refer to the Safeguarding of Vulnerable Adults register and will perform a full police check on the candidates.

**JOB INTERVIEWS**

Job interviews provide an opportunity for the Agency to get the information it needs about applicants to decide which is most suitable for the post offered. The assessments made by interviewers must be formally recorded on an interview assessment form.

Signed.....

Date.....

Review Date.....