

# RECRUITMENT AND SELECTION - NOTES TO ASSIST CANDIDATES

## Equal Opportunities

Any candidate who identifies themselves as disabled will be short listed if they meet the essential criteria for the role. Essential criteria can be found in the Job Description & Person Specification for the role

## Location and Transport Services

Ashgate Hospicecare is situated on the outskirts of Chesterfield and is served by public transport. However this service is limited and access to an alternative method of transport is essential for employees who are required to work unsocial hours, including weekends.

## Eligibility to Work in the United Kingdom

Ashgate Hospicecare is required by law to ensure that all employees are eligible to live and work in the United Kingdom. If successful at interview you, will be asked to submit proof of your eligibility to work as part of our pre-employment checks. Before applying please check whether you would be eligible to work in the UK. For further information please visit the [UK Border Agency website](#).

## Documentation for Interview

In the event that you are called for interview, we will need to verify your identity. If you are successful in securing an interview, please bring with you, photographic identification. This can be a valid passport, photo-card driving licence or national identity card.

## Professional Registration

For Health & Social Care Professionals, The Department of Health, Care Quality Commission require that Membership Grade and/or Registration Number and Pin Number is checked prior to commencement of employment. It will be necessary for you to bring documentary evidence of professional registration with you if selected for interview. Evidence will be photocopied and the original document returned to you.

## Criminal Convictions & Criminal Disclosure

Most posts at the Hospice are exempt from the provisions of section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act (Exceptions) Order 1975. Therefore details of all convictions must be included on the equal opportunities monitoring form unless otherwise directed. In addition successful candidates must agree to complete a Disclosure & Barring Service (formerly CRB) check prior to commencement of employment. Information will be kept strictly confidential and it should be noted that a criminal record will not necessarily be a bar to obtaining employment. Further information about the criminal records check process can be found at [www.gov.uk/disclosure-barring-service](http://www.gov.uk/disclosure-barring-service).

## Health

If successful in your application, prior to commencing employment with Ashgate Hospice you will be asked to complete a health declaration. For 'safety critical' or any clinical posts, you will be contacted by our Occupational Health provider, who carries out checks on our behalf, to discuss health clearance.

As a healthcare provider it is very important to us that our staff have the annual flu jab and the COVID vaccination. It is our expectation that all of our staff will have the vaccinations, unless there are strong compelling reasons why not. We believe having the vaccination not only protects you but also helps us to keep our patients, staff and visitors safe

## Other information

All appointments are made subject to confirmation of eligibility to work in the UK and satisfactory declaration of health from the occupational health consultant to make sure you are medically able to carry out the type of work involved in the post. Appointments are also subject to receipt of satisfactory references and any other checks that may be required for the role.

Please note that Ashgate Hospicecare operates a no smoking policy.