

1. APPLICATIONS

1.1 It is Ceiba`s policy to deal with all applications with courtesy, respect and sensitivity. Applicants will be properly informed at all stages of the progress of their application.

2. SELECTION

2.1 No candidate will be appointed without first having been interviewed by the person with the authority to select.

2.2 The purpose of the interview is to:

- assess the skills and knowledge of the applicant
- assess the attitude of the applicant
- identify the strengths and weaknesses not apparent from the application form.
- probe inconsistencies and details submitted by the applicant
- give information about the vacancy

2.3 All interviewers will be trained in interview skills and be aware of legal requirements and of the Company`s Equal Opportunity Policy.

2.4 All interviews will be conducted in private and in a place without distractions. Where appropriate, the candidate should be shown the environment in which he/she will work.

2.5 The interview will reflect Company philosophy, observe legal requirements, be conducted courteously and give full details of terms and conditions of employment and benefits.

2.6 The applicant will be told the result of the interview within fourteen days.

2.7 Reimbursement of reasonable travelling expenses is at the discretion of the interviewer.

3. EQUAL OPPORTUNITIES POLICY

3.1 The recruitment process will aim to select the most suitable person for the vacancy in respect of experience and qualifications and the Company will comply with its equal opportunities policy in this regard. No assumptions or pre-judgments must be made by those recruiting about the suitability of either sex or any race for a particular vacancy or about the effects of any disability not affecting the performance of the vacancy.

- 3.2 All recruitment publicity will positively encourage applications from suitably qualified, people and should avoid any stereotyping of roles.
- 3.3 All vacancies will be advertised in a wide variety of ways to ensure that a fair cross section of potential applicants have access to the advertisement.
- 3.4 Application forms will only include those questions which are necessary at the initial stages of selection. All questions on the application form will be relevant and non-discriminatory.
- 3.5 At interview, no questions will be asked or assumptions made about a candidate's personal and domestic circumstances or plans. Where the requirement of the vacancy affect the candidate's personal life (e.g. unsocial hours or travel) this should be discussed objectively.

4. SELECTION CRITERIA

- 4.1 Only those qualifications and skills which are important to the vacancy are to be established as criteria for selection. These may include education and professional qualifications, experience and physical abilities, subject to being able to demonstrate that they are highly desirable and relevant attributes for the position. However, such formal academic or professional qualification requirements may be waived if candidates can demonstrate their suitability for the vacancy by other means including previous experience and a willingness to undergo further training.
- 4.2 No candidate will be rejected on the basis of trade union membership or non-membership.

5. SELECTION TESTS

- 5.1 If selection tests are used to ensure that applicants have the skills and aptitude required for the vacancy, all such tests will be valid and reliable and free from gender or race bias and non-discriminatory. No decision will be made solely by automatic processing of data from selection tests.

6. OTHER CRITERIA

- 6.1 Any requirements in relation to age, ability, experience, qualifications etc will only be applied if necessary for the particular vacancy and will be applied in a non-discriminatory way.

7. RECRUITMENT OF EX OFFENDERS

- 7.1 The Company use the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, and comply fully with their Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- 7.2 The Company is committed to the fair treatment of its employees, potential employees or users of its service, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- 7.3 This procedure is made available to all Disclosure applicants at the outset of the recruitment process.
- 7.4 We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience, and endeavour to respect the rights of everyone in all that they do. It is important that they remain focused to ensure the Company always considers the rights of Service Users who the company supports. Privacy and dignity is one basic axiom of this support philosophy.
- 7.5 A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, vacancy adverts and the recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- 7.6 Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within the Company and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
- 7.7 As an employer, to reach a balanced judgment we pay regard to such factors as:
- The nature of the offence
 - Its relevance to the post, position or profession in question
 - How long ago the offence took place

- The person's age at the time
 - Whether it was an isolated offence or part of a pattern of offending; and
 - What is known about the person's conduct and character before or since.
- 7.8 Unless the nature of the position allows the Company to ask questions about your entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.
- 7.9 We ensure that all those in the Company who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to their employment of ex-offenders, e.g. the Rehabilitation of offenders Act 1974.
- 7.10 At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- 7.11 We make every subject of a DBS aware of the existence of the DBS Code of Practice and make a copy available on request. Disclosures are retained by the Company for a period of 12 months for the purposes of inspection by the Care Quality Commission (CQC)/Care & Social Services Inspectorate Wales (CSSIW).
- 7.12 We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.
- 7.13 **Having a criminal record will not necessarily bar you from working with us.** This will depend on the nature of the position and the circumstances and background of your offences.
- 7.14 Prior to commencement of employment applicants must have all recruitment checks in place as laid out in the National Minimum Standards.