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**Application Information Pack**

**Introduction**

We are delighted that you wish to apply for a role at Clear Path Care Ltd.

At Clear Path Care we know that staff are the key to our success, so we have developed a robust and inclusive recruitment process which aims to attract the right people, with the right skills, for the right role.

**Our Vision**

At Clear Path Care Ltd, our vision is to create a warm and nurturing environment where children are happy and feel safe. Our aim is to ensure that all of the children with us feel stable, cared for and supported. Our focus is on the views and feelings of the children who reside with us, and to ensure we develop and maintain the support networks for the young person to promote their independence and that they feel happy and fulfilled.   Clear Path Care is very conscious that children belong at home with family and wider family, where this is possible.  We are keen to work with the team around the child to support a safe return home or to independence where this is in their best interests and in line with their wishes and feelings.

Clear Path Care is passionate about providing the children that live with us every opportunity to explore their interests and to identify their own path for the future. We support, encourage and offer opportunities for all the children in reaching their social, emotional and physical milestones, naturally and with ease.

**Our Roles**

Our roles are advertised on the Indeed website. Each role will summarise the job description and personal specification.

**Applying**

Candidates will state their interest in the role via Indeed. Clear Path Care Ltd receives notification and will respond to the candidate via Indeed. Shortlisted candidates will receive the application pack which will detail;

* Job description/role profile
* Person specification
* Safeguarding statement
* Self-disclosure form
* An outline of the selection process
* An application form
* Information on the recruitment of ex-offenders and self-disclosure

**Shortlisting**

Candidate’s application forms will be reviewed against the criteria for their role. We will look at the criteria and request the shortlisted candidates to attend a face-to-face interview. CV’s will only be accepted if accompanied by an application form.

**Interview**

Interviews are conducted face to face, candidates will be invited to attend and be informed of any local information, i.e. any restrictions, parking and who to ask for on arrival.

In order to promote equality of opportunity, all candidates will be asked the same questions and there will be a minimum of 2 people on the interview panel. At least one of the panel members will be Safer Recruitment trained.

**Documentation**

During the recruitment process you will be asked to provide a number of original documents, please see below for further information

**Proof of address**

To be dated within 3 months, unless stated

Good examples

* Recent utility bill
* Mortgage statement – dated within 12 months
* Bank/building society statement
* Council tax bill – dated with 12 months
* House or motor insurance certificate – dated within 12 months
* P60 – dated within 12 months

**Photographic proof of identity**

Candidates should bring proof of identity to the interview, however copies will only be taken if the candidate is successful in securing a role with Clear Path Care.

Acceptable documents

* Photo driving licence
* Passport

**Proof of Qualification**

Where necessary proof of qualifications will be required. Original certificates will be accepted, or confirmation form the professional body (which may be checked)

**Right to Work in the UK**

All roles at Clear Path Care Ltd are on condition that the candidate can prove their right to work in the UK. Please bring the original documents to the interview, however, copies will be only be taken once the conditional offer has been made.

Acceptable Single Documents - List A (only need to be copied once):

1. A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and colonies having the right of abode in the UK; or

2. A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of an EEA country or Switzerland; or

3. A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of an EEA country or Switzerland; or

4. A permanent residence card or document issued by the Home Office to the family member of a national of an EEA country or Switzerland; or

5. A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that they are allowed to stay indefinitely in the UK or has no time limit on their stay in the UK; or

6. A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.

7. A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK together with an official document issued by a previous employer or Government agency with their name and National Insurance number; or 8. A full birth or adoption certificate issued in the UK including the name(s) of the holder’s parent/s together with an official document issued by a previous employer or Government agency with their name and National Insurance number; or

9. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland together with an official document issued by a previous employer or Government agency with their name and National Insurance number; or

10.A certificate of registration or naturalization as a British citizen together with an official document issued by a previous employer or Government agency with their name and National Insurance number; or

11.A certificate of registration or naturalisation as a British citizen, together with an official document issued by a previous employer or Government agency with their name and National Insurance number.

**Acceptable Documents List B (need to be copied every 12 months):**

1. A current passport showing they are allowed to stay in the UK and is currently allowed to do the type of work you are offering; or

2. A current Biometric Residence Permit issued by the Home Office to the holder indicating that they can stay in the UK and are allowed to do the work you are offering; or

3. A current residence card (including an Accession Residence Card or Derivative Residence Card) issued by the Home Office to a non-EEA national who is a family member of a national of an EEA country or Switzerland; or

4. A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK and is allowed to do the type of work in question, together with an official document giving the person’s permanent National Insurance number and their named issued by a government agency or a previous employer.

5. A Certificate of Application less than 6 months old issued by the Home Office to or for the family member of a national of an EEA country or Switzerland stating they are allowed to work together with a positive verification letter from the Home Office’s Employer Checking Service; or

6. An Application Registration Card issued by the Home Office indicating that they are allowed to work together with a positive verification letter from the Home Office’s Employer Checking Service; or

7. A Positive Verification Notice issued by the Home Officer Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

Any document/s provided must be an original and must be provided when requested during the recruitment process.

**References**

References will only be obtained for successful candidates. Ideally, we require 1 reference from the candidates current employer and the 2nd for a former employer, if this is not possible we will discuss during the interview.

Please note references from relatives will not be accepted and personal references will need to be from a professionally qualified person and must have known the candidate for a minimum of a year.

Consent from the candidate will be obtained before contacting any referee. Offers are conditionally on receiving 2 satisfactory references, we will discuss any anomalies with the candidate.

**Rehabilitation of offenders Act**

The Rehabilitation of Offenders Act was introduced to make sure that applicants are not discriminated against when applying for jobs if they have been convicted of a criminal offence and they have not re-offended for a period of time.

The Act allows certain types of convictions to be treated as "spent" after a certain (variable) period of time. Candidates are no longer legally required to disclose to convictions to prospective employer if they have become "spent” unless the post you are applying for is exempted. Exceptions Orders exist to protect vulnerable groups such as children, young people, and the elderly, sick or disabled. In such cases, we are legally entitled to ask you for details of all convictions, even if they are "spent" or "unspent" under the Rehabilitation of Offenders Act.

**Enhanced DBS**

The main role of the DBS is to aid employers to make safer recruitment decisions and to prevent an unsuitable person from working with vulnerable people and children. There are three levels of disclosure, basic, standard, and enhanced. However, an enhanced DBS check is necessary for all those working in childcare. The enhanced DBS covers spent and unspent convictions including cautions, barred lists information and relevant police information. It will disclose if the individual is barred from working with children and/or vulnerable adults and therefore considered a risk and unsuitable to work with children.

Overseas Checks for foreign nationals

We use the same procedures for candidates who have lived or worked overseas. Criminal check in the UK may not show oversea convictions. The exchange of international criminal records is complex and the UK government have issued A-Z guidance for each individual country. We will use the latest information by visiting the gov.uk and follow the necessary guidelines.

**Safer Recruitment**

Clear Path Care provides care to vulnerable children, we need to ensure that we have a robust and stringent vetting process in place to ensure the safety and protection of the children. This means that we will check the successful candidates right to work, criminal record, contact referees, and scrutinize employment history. All offers of employment will be on condition of satisfactory results.

Unsatisfactory results does not necessarily mean that the offer will be withdrawn. It does mean that we will follow up and address any potential issues and assess the suitability for the role.

**GDPR**

The General Data Protection Regulation provides a legal framework for keeping personal data safe. Responsibility is on Clear Care Path to ensure that the data we hold is fair and in accordance with the 7 key principles of GDPR.

Personal information supplied by the candidate such as name, telephone, email address will be used to communicate updates on the application, invite to interviews and request any further information required (if necessary).

Data provided in the CV and application will be used for the recruitment and selection purposes and if successful will be held and processed for employment purposes.

Personal data relating to candidates applications will be keep in a secure filing cabinet. Unsuccessful candidates data will normally be destroyed after 6 months. Successful candidates data will be kept for the duration of employment and for a period of time after in line with the data retention guidelines.

By submitting your application, we will assume you are giving your consent to process your personal data as mentioned above.