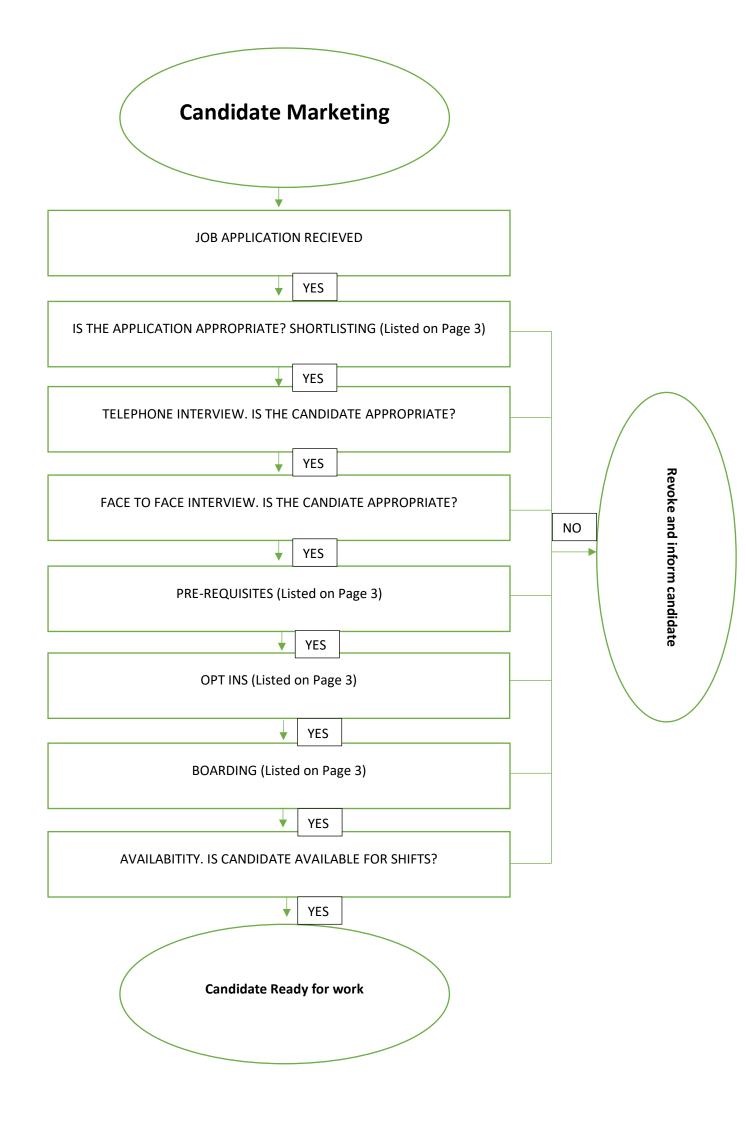
2/20/2019

Recruitment Process

Volume: 1

Jonnathan Matthews CUCUMBER RECRUITMENT



Shortlisting

- At least one years' experience in care
- Current DBS would be beneficial
- Training certificates would be beneficial
- Not jumping from job to job, 3 years at one job would be beneficial

Pre-Requisites

- DBS
- Signed right to work
- Proof of address
- In date training certificates
- Next of kin details (1)
- National insurance number (1)
- 2 references covering the last three years (1)
- Completed application form (signed) (1)
- Completed face to face interview with notes (2)

<u>OPT Ins</u>

- GDPR declaration (signed) (3)
- 48 hour opt out if working more than 48 hours (signed) (4)
- Night shift declaration if working nights (signed) (5)
- Criminal declaration (signed) (6)

Boarding

- Uniform
- Badges
- Employee Handbook (signed) (7)
- Employee contract (signed) (8)
- Payroll new starter form (signed)
- SE checks

Updated to CRM