

Additional Information for Job Applicants

Overview / Background

Established in 1975, Hesley Group provides flexible, specialist residential services, schools and colleges with first-class facilities and resources. We aim to offer the best possible care, education and vocational opportunities for young people and adults, often with autism, who have a learning disability and complex needs with behaviour that may challenge

The task of Hesley Group is to provide developmental opportunities to assist a person on their journey towards a more independent lifestyle. Although all the people who use our services access wider community facilities, this can only be done after significant preparation and with the constant presence and support of committed staff.

Recruitment Standards

Hesley Group ensures that prospective employees are treated in a polite, helpful and efficient way at all times and considered on merit as measured against the job requirements.

Equal Opportunities

Hesley Group is an equal opportunity employer and welcomes applications from all sections of the community, irrespective of race, gender, religion, sexual orientation, disability, marital status or age. It seeks to ensure that all applicants and employees are treated fairly and equally.

Application forms are monitored according to the information provided on ethnic origin, sex, marital status, age, disability and primary care status. This information is used to identify trends in the number of applicants who apply, are short-listed and appointed. It is not made available to those involved in the selection process.

Applicants with a disability will be treated equally and reasonable adjustments made to accommodate specific needs.

The Recruitment Process

Completing the application form is the first stage of the selection process and it is important that it is completed accurately, thoroughly and includes all required information.

Completing the Application Form

- Applicants are recommended to carefully read the job description and person specification.
- Applicants should ensure they complete all questions, marking any that are not applicable with 'N/A' or 'unknown'.
- All sections should be completed using a black pen.
- If more space is needed applicants should continue on a separate sheet, clearly including their name on each additional page.
- Applicants should ensure that the information provided is well organised, relevant and covers the person specification requirements.
- The completed 'Application Form' and any associated papers including the 'Equal Opportunities Monitoring Form' should be returned in the reply envelope provided.

The Application Process

- Forms must be returned by noon on the closing date, unless otherwise specified.
- After the closing date all application forms are considered and candidates are invited to attend an interview where the application is considered suitable.
- If applicants would like the opportunity to visit a site prior to interview, then informal visits to the Hesley Group can be arranged through the Recruitment and Resourcing Officer.
- Successful applicants will receive an interview invitation letter, which contains the details of the interview, enabling applicants to fully prepare beforehand.

The Assessment / Interview

The purpose of this is for the job applicant to demonstrate their suitability for the post and to ask any questions about the job including conditions and terms of employment. Some jobs may require applicants to carry out a job related task and this will be explained in the interview letter. Records are kept of each interview to demonstrate that decisions are clear, consistent and objective.

Post Interview

Offers of employment are subject to the receipt of satisfactory references and a satisfactory medical questionnaire and, for all employees who have opportunities for unsupervised contact with vulnerable people, a satisfactory Disclosure and Barring Service (DBS) check. Any breaks in employment are thoroughly explored and the Right to Work documentation is examined during the recruitment process for foreign nationals.

Rehabilitation of Offenders Act 1974

Because of the nature of its work with children and vulnerable adults Hesley Group conducts checks on all staff who have opportunities for unsupervised contact with vulnerable people using the Disclosure and Barring Service (DBS) and they must have a satisfactory check.

The provisions of the 1974 Act relating to the non-disclosure of criminal convictions does not apply to certain occupations. Some roles at the Hesley Group are included in this category, which means that no conviction can be considered spent and all must be disclosed. A previous conviction is not necessarily a bar from employment.

This will depend on the nature of the position and the circumstances and background of the offences. No applicant will be discriminated against unfairly on the basis of a conviction or other information revealed by a DBS check.

Applicants invited to an interview will receive a summary of the Group's Policy and will be required to complete the form 'Rehabilitation of Offenders Act 1974 – Details of Any Previous Convictions'. This information is treated as confidential and will only be disclosed to the necessary recruitment team member. Failure to disclose any conviction, caution, binding over, reprimand or warning subsequently revealed by the DBS check, may result in withdrawal of any job offer or, if already employed, summary dismissal.

Referees

Applicants should provide the names, occupations and addresses of current and previous employers. Applicants with no

previous work experience may use a Head Teacher or Tutor's name and an unrelated second referee who can provide a character reference. It is always advisable to inform referees that they may be contacted and all job offers are conditional to the successful receipt of references.

Complaints Procedures

Complaints arising from any aspect of the Recruitment and Selection process should be addressed to the Human Resources Manager in writing at the following address:
HR Manager, Hesley Group, Hesley Hall, Tickhill, Doncaster, DN11 9HH.

Smoking / Alcohol / Drugs at work

Hesley Group operates a policy of No Smoking. The possession or consumption of alcohol and the use of non-prescribed drugs and illegal substances are prohibited within all Hesley Group establishments.

Dress Code

A dress code is in operation and employees will be provided with the relevant details on the first day of Induction.

Probationary Periods

All appointments within the Hesley Group are subject to a probationary period. During the probationary period employees are supported with training and development. Progress and suitability for the post is monitored and assessed and employees receive continuous feedback during this period.

Learning and Development

Employees receive corporate Induction and further development and support specific to the post. If you need further assistance, or have additional questions please contact the Recruitment Department on Tel: 01302 861666

Good luck with your application.