

Recruitment & Selection - Notes to Assist Candidates

Equal Opportunities

St Barnabas Hospice is an Equal Opportunities Employer. It is our aim to ensure that applicants for employment do not receive less favourable treatment on the grounds of sex, marital status, disability, race, sexual orientation, nationality, ethnic origin, religious belief or age.

In order to monitor this policy the application form is divided into two parts. Please complete both parts. The information supplied on the Equal Opportunity Form is used for monitoring purposes only and is not supplied to Managers during the short-listing or interviewing process.

Eligibility to Work in the United Kingdom

St Barnabas Hospice care 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 for some positions 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

Health

If successful in your application, prior to commencing employment with St Barnabas Hospice some roles 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.

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 St Barnabas Hospice care operates a no smoking policy.

Current Interview Process

Having applied for a post at St Barnabas Hospice, you may be shortlisted and offered an interview.

If you are selected for interview, we will give you as much notice as possible. All our interviews are conducted by a panel of two people or more. Depending on the post you have applied for, you may be asked to deliver a presentation or participate in a work-related test. Your invite interview email will give you any relevant details.