



# Recruitment and Selection – Notes to Assist Candidates

# The following information is intended to provide you with details of our recruitment process and standards.

## Equal Opportunities

Any candidate who identifies themselves as disabled will be shortlisted if they meet the essential criteria for the role. The essential criteria can be found in the job description and person specification for the role.

If you tell us that you have a disability, we can make reasonable adjustments to where you work, your work arrangements and at interview.

Access to Work can help pay for communication support at a job interview if:

- You're deaf or hard of hearing and need a BSL interpreter or lipspeaker
- You have a physical or mental health condition or learning difficulty and need communication support

[Find out more and apply for communication support at a job interview](#)

St Luke's is required to collect details about an applicant's ethnicity. This information is collected and used for monitoring purposes only.

## Location and Transport Services

St Luke's is located on Little Common Lane, Sheffield, S11 9NE. It is signposted off Abbey Lane near the junction with Ecclesall Road South and several bus services serve the area.

## Eligibility to Work in the United Kingdom

St Luke's 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.

## 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.

Staff in these groups must be able to demonstrate that they have the relevant up to date registration and validation with their professional body and you will be asked to undertake checks on an annual basis

### **Disclosure and Barring Service (DBS)**

All applicants for all posts within St Luke's are required to have a current Disclosure Check from the Disclosure and Barring Service (DBS). A policy statement on the recruitment of ex-offenders is available on our website.

Organisations using the DBS checking service must comply with the Code of Practice. The Code is there to ensure organisations are aware of their obligations that the information released will be used fairly.

The Code also ensures that sensitive personal information, disclosed by the DBS is handled and stored appropriately and is kept for only as long as necessary.

The Code of Practice is available at: <https://www.gov.uk/government/publications/dbs-code-of-practice>

### **Rehabilitation of Offenders Act 1974**

All applicants are asked to complete the Rehabilitation of Offenders section of the application form. Due to the nature of our work, applicants are required by law to declare any pending prosecutions or convictions spent or otherwise, including cautions/bind-overs.

If you have anything to disclose, it will not automatically prevent you from being considered for a post. Any decision taken by St Luke's will be based on the seriousness of the offence, when it occurred, your age at the time the offence was committed and the type of post you have applied for.

Any information disclosed will be treated in strict confidence and may be discussed with candidates at interview.

### **Health**

If successful in your application, prior to commencing employment with St Luke's you will be asked to complete a pre-placement health questionnaire. You may be contacted by our Occupational Health provider, who carries out checks on our behalf, to discuss your health clearance in more detail.

As an employer, we have a duty to ensure the safety of our employees. In addition, the Health and Safety at Work etc Act 1974 requires employers to take all reasonably practicable steps to ensure the health, safety and welfare at work of all their workers. Despite the extensive measures we have taken to ensure that our workplace and our working arrangements continue to provide a safe place to work, vaccines provide a greater level of personal safety against serious illness.

Because of this, we encourage our employees to take up the opportunity to have the coronavirus or flu vaccine when it is offered to them and we will continue to provide an annual flu vaccination programme for our staff.

If your role is patient facing then you will also be required to have the hepatitis vaccine.

## Our Recruitment Process

The information that you provide on your application form or CV is very important as it enables us to determine whether or not you are invited to attend an interview.

The following suggestions are made to assist you in completing your application:-

- Read the Job Description and Employee Specification and any supplementary information provided prior to completing your application.
- Let us know how your skills, knowledge and experiences relate to the post.

## Acknowledgement

As a result of the large number of vacancies we deal with, we do not routinely acknowledge receipt of applications. If you have not received any further correspondence inviting you to attend an interview within one month of the closing date, then unfortunately on this occasion your application has been unsuccessful.

## Closing Date

You should ensure that your application is received by St Luke's by the deadline time on the closing date.

## Short listing

After the closing date, each application form will be carefully considered by recruiting managers to ensure that skills, knowledge and experience match our requirements for the post applied for.

## Interviews

We know that for some people interviews can be a daunting experience. In order for us to attract and appoint people whose values and behaviours align to those of St Luke's, we aim to get as much detail about your skills and experience as possible. The only way we can do this is if you're relaxed and at ease so we try and make the process accessible and less formal, where possible.

Our interviews consist of competency based questions and value based questions, being asked by an interview panel of 2 or 3 people, and usually lasting approximately 45 minutes.

Most roles require one interview, however, for some opportunities we have a two-stage process. In this situation, at least one member of the interview panel will be the same for both stages.

Dependent on the role, we might ask that you do a presentation and/or complete a work-based task. For some roles, you will be asked to take part in a selection event, where you will experience group activities alongside our usual interview format.

Our Equality, Diversity and Inclusion working group meet on a regular basis to share experiences, discuss and review practices within St Luke's. As part of its remit, the group review our Recruitment and Selection processes and activities to ensure that every applicant experiences a fair process

If you are shortlisted for an interview, you will usually receive an invitation a minimum of 48 hours before the day of the interview. If successful, you will be required to have an enhanced or standard level DBS check (dependant on the role) carried as part of the conditional pre-employment checks.

If you should be invited to attend an interview, you will be given details of the time, date and venue and be asked to contact the HR Department to confirm attendance. Please note that we are unable to recompense expenses incurred for attending interviews.

Please contact the recruiting manager stated on the advert to discuss the role in further detail, or to arrange an informal visit.

To apply for any posts, please follow the application process on our website. If you have any questions or want to find out more about any listed vacancy, please email [recruitment@hospicesheffield.co.uk](mailto:recruitment@hospicesheffield.co.uk) or call us on 0114 235 7541.

### Other information

All appointments are made subject to confirmation of eligibility to work in the UK and satisfactory declaration of health from our occupational health provider 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 Luke's operates a no smoking policy

Thank you for your interest in working for St Luke's Hospice and good luck with your application.

