

Recruitment and Selection Policy

By law, all Home Care Providers in England are responsible for making sure that the care they provide meets government standards of quality and safety.

The Care Quality Commission (CQC) register care providers if they can show that they are meeting government standards.

The Care Quality Commission (CQC) is the independent regulator of health and adult social care services in England.

ZIA Care's Recruitment and Selection Policy meets the requirements that are set out, recruitment and selection relates to outcome 12.

ZIA Care Ltd : Outcome 12

Requirements Relating to Workers

Individuals who use ZIA Care Services:

- Are safe and their health and welfare needs are met by staff who are fit, appropriately qualified and are physically and mentally able to do their job.

ZIA Care by complying with the regulations will:

- Have effective recruitment and selection procedures in place.
- Carry out relevant checks when we employ staff.
- Ensure that staff are registered with the relevant professional regulator or professional body where necessary and are allowed to work by that body.
- Refer staff who are thought to be no longer fit to work in health and adult social care, and meet the requirement for referral, to the appropriate bodies.

Policy on Recruitment and Selection

ZIA Care places great emphasis on ensuring that the most suitable candidate is chosen for the job and that all applicants receive fair and equitable treatment. This policy covers all aspects of employment within ZIA Care.

The following are the principles of ZIA Care in our recruitment of all staff:

- **JOB POSTING**
ZIA Care provides employees with an opportunity to indicate in open; positions and to advance within ZIA Care according to their skills and experience. In general, notices of all regular, full and part time job openings will be advertised.
- **PERSONNEL SELECTION**
All applicants will be sent an application form, job specification and a job description. Only the applications made using the proper forms will be considered.
- **EQUAL OPPORTUNITIES**
To monitor the translation of intention into practice all applications will be reviewed. Brief details of every application will be recorded on the form and the reason; for inviting some and not other applicants for

interview.

- **REFERENCES**

All offers of employment are made on condition that satisfactory references are obtained in respect of the applicant. One of which must be from their current or last employer. If the references prove to be unsatisfactory, the offer of employment may be withdrawn without ZIA Care being in breach of contract.

- **JOB INTERVIEWS**

Job interviews provide an opportunity for ZIA Care to get the information it needs about applicants to decide who is the most suitable person for the position in question. All interviews are conducted under conditions which are favourable to interviewees giving their best.

- **PROTECTION OF VULNERABLE ADULTS**

All employees of ZIA Care before being allowed to work unsupervised are checked against the ISA register.

- **CRIMINAL RECORDS CHECK**

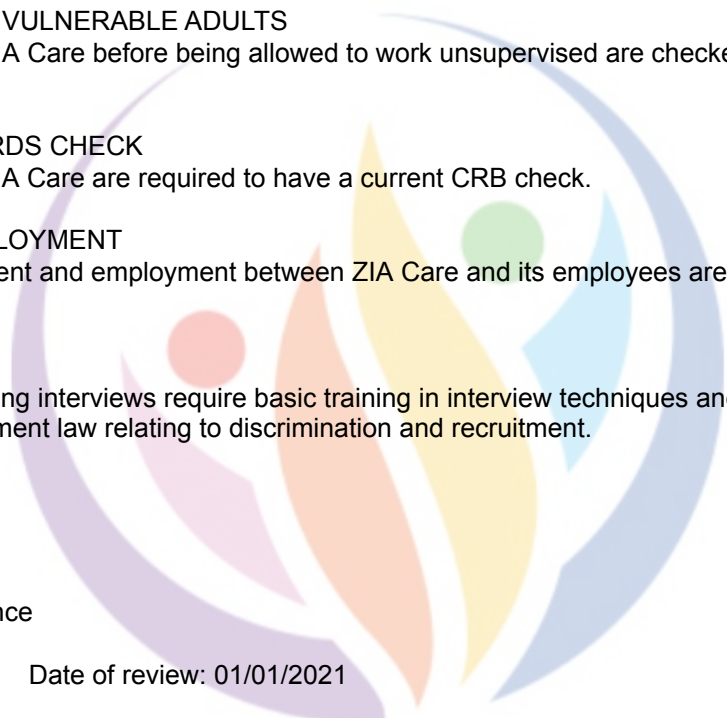
All employees of ZIA Care are required to have a current CRB check.

- **OFFERS OF EMPLOYMENT**

Terms of appointment and employment between ZIA Care and its employees are always confirmed in writing.

- **TRAINING**

Managers conducting interviews require basic training in interview techniques and should be aware of aspects of employment law relating to discrimination and recruitment.



Reviewer: Idan Frumence

A handwritten signature in black ink, appearing to read 'Idan Frumence', is written over a horizontal line.

Date of review: 01/01/2021

Date of next review: 01/01/2022

ZIA Care

Care you can trust