

**RECRUITMENT**  
**AND EMPLOYMENT**  
**OF STAFF**

SAMPLE

1. For all paid staff providing Service under this Contract, the Service Provider shall;
  - i) Produce a written statement specifying the duties of the post together with any qualifications, training, experience, skills and general knowledge required.
  - ii) Have received a completed application form (which includes details of their previous experience, relevant qualifications and training) and a signed declaration confirming that the person's health will not prevent them from undertaking their role.
  - iii) Have taken every reasonable step to ensure the person is medically fit to undertake the duties of the post.
  - iv) Have held an interview at which there were at least two interviewers and for which there is a written record.
  - v) Have received and verified at least two written references prior to commencement at least one of which is a professional reference from the last employer.
  - vi) Have received an enhanced Criminal Records Bureau Clearance including a Protection of Vulnerable Adults check prior to undertaking any role which involves direct access to Service Users or information about Service Users.
  - vii) Provide a written statement of particulars of employment together with all other information required by employment statute.
  - viii) Use all reasonable endeavours to ensure staff are suitably trained, instructed and supervised to carry out their duties.
  - ix) Use all reasonable endeavours to ensure staff are suitably trained, instructed and informed about relevant health and safety issues.
  - x) Have in place a suitable management structure to make arrangements for supervision, training, maintaining sickness and leave records, arranging sickness and leave cover and undertaking other day to day employer functions.
  - xi) Retain the person's record for a minimum of two years following his/her departure and ensure that the record includes their start and end dates, date of birth and last known address.
2. For all unpaid staff and/or volunteers providing Service under this Contract the Service Provider shall;
  - i) Have received a completed application form which includes details of their previous experience, relevant qualifications and training.
  - ii) Have held an interview for which there is a written summary record.
  - iii) Have obtained at least one reference in writing from the last employer, or if the person has not been employed, from someone not related to the person.
  - iv) Have received and enhanced Criminal Records Bureau Clearance prior to undertaking any role which involves direct access to Service Users or to information about Service Users.
  - v) Retain a record of the person for a minimum of two years following his/her departure.