

## **SECTION 11. GUIDANCE NOTES AND RECRUITMENT INFORMATION**

### **PLEASE COPY THIS LINK AND RETAIN IT FOR YOUR FUTURE USE**

Work with York Limited, supplies 'temporary' workers (also known as interim, casual, relief, sessional or supply staff). There is no obligation for Work with York Limited to offer work, and no obligation on the individual to accept work.

Assignments that we may offer temporary staff vary from a few hours to a few months at a time e.g. during the peak season, for days or weeks, for odd days to cover absence or help out in an emergency etc.

### **COMPLETING YOUR APPLICATION FORM**

It is important that you fill in every section of the form as fully and accurately as possible. Our decision on who is suitable will be based on the information you give on your application form.

#### Filling in the Form:

- If you have a copy of your CV, please feel free to attach it to your application form.
- Fill in all parts of the application form. If some parts do not apply to you, put 'N/A' (not applicable) in the space provided.
- Your application form should be geared to the type of work you would like to be offered.
- Make sure the information you provide is clear, precise and easy to understand.
- Please complete the equal opportunities monitoring form at the back of the application form. The information gathered will be used to monitor the effectiveness of our equality statement and other work related policies.
- If there is a specified closing date please note this and allow time for your application form to reach us. We will not consider application forms we receive after the closing date. However Work with York Limited is continuously refreshing and adding to the pool of candidates, therefore there is no closing date for the general pool.

#### Please remember the following:

Work with York Limited want to accept the best candidates. To do this fairly, everyone who applies must give us relevant information about himself or herself. Where possible, please give examples of how you have used your skills and experience and show successful results where you can.

#### Criminal Convictions

We do not discriminate against people with criminal records. If you have a criminal record, this does not mean that we will automatically refuse to offer you work. If you are invited for interview your criminal record will be discussed with you at interview. The nature and seriousness of any offences, how long ago they occurred and their relevance to the duties of the posts for which you are applying will be taken into account, before a decision is made as to whether your criminal record information makes you unsuitable for particular assignments.

Under the Rehabilitation of Offenders Act 1974 (ROA) as amended, you only have to declare unspent convictions. If the post is not exempt, such as posts involving working with children or vulnerable adults, then you will be required to complete a separate application form.

If you do not provide the full and correct information on your application form we may withdraw any offer of work if we later find out something you have not told us directly. We may also withdraw you from any work assignment if we find out any relevant information after we have offered and you have accepted work.

**WHEN YOU HAVE FULLY COMPLETED THIS APPLICATION FORM (TOGETHER WITH EQUAL OPPORTUNITIES FORM) PLEASE RETURN**

By email to [applications@workwithyork.co.uk](mailto:applications@workwithyork.co.uk)

By post to :-

**Work with York Limited**

**APPLICATIONS**

29 Castlegate

York

YO1 9RN

**For the time being please retain any other forms and documents you have.**

**WE REQUEST YOUR REFERENCES**

As well as asking your referee for their comments on your experience, skills and abilities, we will also ask for details of your current disciplinary record.

When we receive the references...

If both of your references are of the standard we require, we will contact you to arrange for further checks to be carried out and to arrange an appointment for an interview.

If the references are not of an appropriate standard, we will let you know, and your application will not be taken further.

**OTHER CHECKS AND ATTENDING AN INTERVIEW**

If you are called for interview, this will usually be held at 29 Castlegate, York, YO1 9RN which has an accessible side entrance.

A email will be sent out to you explaining where to come (with a map) and what to bring with you.

The interview will explore your work history and experience and your reasons for wanting to do temporary work.

Your identity will be checked. Documents you bring in may be photocopied. You will be told about the likely timescale for the rest of the application process.

Documents you should bring to your interview...

1. Application form, Declaration of Criminal Records, Convictions and Cautions Form and Equal Opportunities Monitoring Form if you have not already sent these to us;
2. Original documents showing your eligibility for employment in the UK. A UK Passport/Birth Certificate, or original Immigration Documents, plus proof of NI number. A complete list of documents Work with York Limited can accept are set out here – at interview these will be photocopied and returned to you.
3. Any original documents providing proofs of identity i.e. passport, birth certificate, Biometric Residence Permit (BRP), marriage certificate, photo-driving licence (or paper licence if not). If you do not hold any of these documents please contact us for further guidance. A full list of acceptable identity documents are set out here, At interview these will be copied and then returned to you.
4. Two documents evidencing proof of address: gas, water, electricity, telephone (not mobile) or, bank statement, credit card statement, mortgage or insurance statement showing your current address and dated from within the last 3 months OR a council tax bill, P45 or P60 dated within the last 12 months. The two documents must be

original **and not electronic copies**. The full list of documents we can accept are set out here. At interview these will be copied and returned to you.

5. Your original qualification certificates - at interview these will be photocopied and returned to you.
6. If you are an international student with limited right to work in term time, WorkwithYork will also need to see evidence of your academic term and vacation dates, as well as confirmation of your course start and end dates. At interview these will be photocopied and returned to you.

### **Fluency Of English**

Work with York Limited require all candidates applying for work to be able to demonstrate a level of fluency in English." If you cannot meet this standard, we may not be able to offer you work.

### **Other documents for you to complete**

Work with York Limited will ask you to fill in appointment form so that we can pay you once you start work, we will also explain Work with York Limited's payrates, timesheet system, payroll process and holiday pay and give you some guidance notes to assist.

You will be given a data notice, explaining your rights re your personal data and the purposes for which Work with York Limited may use this, and asked to sign a Consent Declaration clarifying your consent to Work with York Limited processing your personal data.

You will be asked to agree, sign and date the Work with York Limited Agency Worker Temporary Terms and will be given a copy of these.

At the end of the interview you will be asked to sign a checklist, verifying that they you been informed of specific relevant information and completed appropriate documents, and you will be told about the likely timescales for the rest of the application process.

### **Further checks**

As well as an interview, we may ask you to take part in the following selection processes:-

- IT tests (office based work)
- Practical exercise (refuse loaders / drivers)

We will also to complete a pre-employment medical questionnaire **after** your interview.

We will consider all the information obtained during the selection process as well as your application form and interview in forming the final decision as to whether to accept you for temporary work.

### **NOTIFICATION OF WORK**

Once accepted, you will be added to our pool of staff and when available will be informed of suitable work. Depending on the assignment you may be asked to attend an interview with the placement manager. Feedback of your performance at this interview will be available on request.