

RCCN Policy for Cleaning Supervisors / Operatives

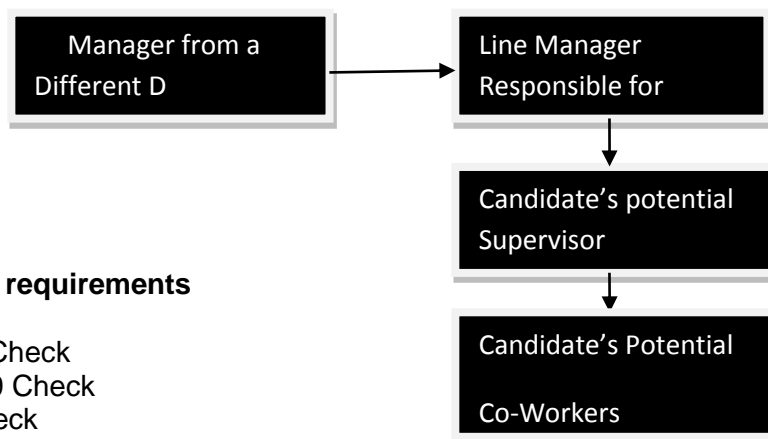
We take our recruitment responsibilities very seriously. By selecting our staff carefully we can ensure that our clients benefit from high levels of service.



Best Practice/ Recruitment

- ✓ Match suitable people to right kind of job
- ✓ Involve line managers in the hiring process
- ✓ Recruit in accordance with Equal Opportunities Policy
- ✓ Encourage referrals from current staff
- ✓ Provide outstanding training & support
- ✓ Keep a database of all applicants

Recruitment Structure



New recruits requirements

- ✓ CRB Check
- ✓ List 99 Check
- ✓ ID Check
- ✓ Right to Work in the UK
- ✓ Overseas Check. If the person has been overseas for more than six months in the last five years he/she will be required to show a certificate of good conduct from each country where the stay was longer than six months.
- ✓ Qualifications. Original qualification certificates must be shown if a particular qualification is required for the post, or if the job was given based upon the holding of a qualification.



Recruitment and Selection

Those involved in recruitment and selection will be required to follow fair selection methods in accordance with Ridge Crest's recruitment and selection procedures. These are:

- ✓ A job description and person specification must be drawn up for each vacancy and provided to prospective employees.
- ✓ Information about job vacancies must be made available to all sections of the community in line with current employment legislation.
- ✓ All job applicants will be given details of the selection process in advance.

Mark Kiaie
Managing Director