

# Recruitment and Selection Policy & Procedure

Version 7 . May 2017

## Policy Statements

## Procedure

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# **Recruitment & Selection Management Guidelines**

## **Policy Statements**

ESPA aims to ensure that:

- the organisation has sufficient information on all candidates to enable a judgement to be made about their suitability for the job and that the candidate has the necessary information in order to make a decision about the job and the service;
- the vacancies are filled by the most appropriate people and that those selected pose no known risk to the service users supported by ESPA;
- suitably qualified, competent and experienced staff are working in the services at all times;
- the numbers and grades of staff in each service are appropriate to the needs of service users/learners. This will vary based on person centred programmes
- staff are suitable to work with children and vulnerable adults.
- all candidates, both successful and unsuccessful, will be offered verbal or written feedback about their application.
- recruitment literature will avoid all potential discriminatory or indirectly discriminatory language or documentation.

ESPA is committed to providing equal opportunities in employment and aims to make sure that all employees and job applicants are treated fairly and consistently regardless of their gender reassignment, marriage and civil partnership, sexual orientation, race, religion or belief, pregnancy & maternity, age, sex or any disability that they may have - both mental and physical, their employment status, social background or politics.

ESPA promotes equality of opportunity, and aims to ensure service users/learners, staff (or potential staff), and visitors are never subject to unlawful or unfair discrimination on any grounds.

ESPA is positive about employing people with disabilities. There is a guaranteed interview scheme, the purpose of which is to encourage disabled applicants to apply.

All staff will be employed in accordance with the Skills for Care Codes of Conduct, CQC and Ofsted requirements.

Service users/learners, where appropriate, will be supported to be involved in staff selection.

## **1. General Principles**

- 1.1 The Chief Executive has the ultimate responsibility for all staff appointments.
- 1.2 The Human Resources Department has the overall responsibility for the recruitment and selection of all new employees in full consultation with and with the support of the General Manager / Principal of ESPA College / Development Manager and Managers of the service/s where the vacancies exist.

- 1.3 This policy will be revised on a regular basis, in line with best practice, and with changes to the law.

## **2. Vacancies**

- 2.1 Any new post that is created will be based on the needs of the service and in agreement with the relevant senior managers.
- 2.2 A vacant post will be assessed on the need to replace before the position is advertised.
- 2.3 Managers will consider whether a vacant post is suitable for flexible working arrangements, including part time working or job sharing.
- 2.4 No post will be advertised without an appropriate job description and person specification. It is the service managers' responsibility to ensure that there is a relevant, clear job description and person specification for any position that is to be advertised.
- 2.5 Advertisements will be written in accordance with relevant discrimination legislation.
- 2.6 Externally advertised posts will be placed online and in publications appropriate to the job role.

## **3. Recruitment Process**

- 3.1 To ensure equality of opportunity, whilst there are separate application forms, the appointment of an individual who is already employed in ESPA will follow the same process as an external candidate.
- 3.2 All vacancies will be advertised internally. Some posts may be advertised externally, perhaps at the same time. This decision will be taken based on several factors including the number of vacancies, the place of work and skills and experience required for the post.
- 3.3 All applicants will receive an Application Pack which includes a relevant application form and guidance notes, job description and person specification, guaranteed interview scheme form and details about the organisation.
- 3.4 Applicants are informed that the post will require a criminal check through the Disclosure and Barring Service (DBS). Where possible, for applicants who have lived overseas for the previous five years, a check will be made against the criminal records held in their previous country or countries of residence. This service is supported by the DBS.
- 3.5 All applicants are required to provide a health declaration at the point of job offer, to ensure that they are physically and mentally fit to perform the duties of the post. If necessary, with the consent of the applicant, ESPA will obtain additional medical information prior to the unconditional offer.
- 3.6 Internal applicants must discuss vacancies that they would like to apply for throughout the organisation with their manager. All internal candidates are required to obtain a manager's report from their present Manager prior to interview.

- 3.7 Applications that are received on a daily basis that meet the criteria required will be kept on file for a period of six months if there are no current vacancies. This will be confirmed in writing.

## **Equality and Diversity**

- 3.8 Application forms include a detachable section in regard to equal opportunities data. The purpose of collecting this information is to monitor the accessibility of the recruitment process. Applicants are not obliged to provide this information. This section of the application form will be removed before short listing. Only information relevant to an application will be discussed with any appointing manager, for instance specific health requirements, for health and safety reasons.
- 3.9 An assessment of any required support or the need to make reasonable adjustments to the premises, work layout or terms and conditions of employment will be identified for any applicant who declares a disability in their application. This will be done at appropriate points throughout the recruitment process, alongside appropriate health professionals, with full involvement of the individual.
- 3.10 Any disability that is disclosed will be considered on an individual basis, with attention to the individual's ability to fulfil the requirements of the role. Consideration will be made to the health, safety and wellbeing of the individual as well as our service users/learners and members of staff.
- 3.11 It is a requirement under the Disability Rights Commission that any individual has a right to retain information regarding their disability. ESPA's staff are encouraged to declare any disability or long term health condition that they may have so that adequate support can be offered to them during the course of their employment, or from the point that any disability has been disclosed.
- 3.12 Under anti-discrimination law ESPA may, if there is a genuine occupational requirement, recruit someone from a specific ethnic, social, cultural or religious background or belief e.g. employing a woman to provide personal care to a female service user.

## **Guaranteed Interview Scheme**

- 3.13 Applicants who are eligible to apply for the guaranteed interview scheme will only be shortlisted if they meet the essential criteria as stated on the person specification.
- 3.14 The purpose of a guaranteed interview scheme is to give more opportunities and to encourage more people with disabilities into the workplace. The scheme is available to applicants who have a disability, as defined within The Equality Act 2010; someone who has a physical or mental impairment which has a substantial and adverse long-term effect on his or her ability to carry out normal day-to-day activities.

## 4. Selection Process

### Shortlisting

- 4.1 The HR Department have responsibility to shortlist candidates for interview, basing the list on the requirements of the job description and person specification and the candidate's ability to meet these requirements.
- 4.2 As a general rule, no more than five candidates should be interviewed for a specific role. If no suitable candidate is identified in the first round of recruitment, further interviews may then be considered with other suitable applicants.
- 4.3 Managers may decide that it would be helpful to include a job-related test in addition to the interview. Examples of this are presentations and written tests. Such tests should only form part of the selection process if the skills tested are essential to effective job performance. Tests must be equitable for all candidates and designed to ensure that external candidates are not disadvantaged over internal candidates. The tests will be free of any actual or potential discrimination. Applicants who are subject to tests will be advised in advance and given sufficient time to prepare.
- 4.4 On appointment, one personnel file will be securely stored in the HR Department, the other with the service manager on site.
- 4.5 Personnel files contain details of personal work related information and comply with the National Minimum Standards for Care Homes or Domiciliary Agencies and the relevant Regulations. All personnel files will be stored in a secure place with access limited to those who are entitled to see it as part of their duties i.e. line managers.
- 4.6 In all services copies of staff Personnel files will be securely stored within the office.
- 4.7 In the Domiciliary Agency, all personnel files are retained offsite in the office.
- 4.8 In all College sites, all personnel files are securely stored on site in the office.

### Interview Process

- 4.9 All applicants will participate in a two-stage interview process. The first stage is the formal interview which is generally conducted by Service Managers. Applicants will be asked pre-set questions consistent with the requirements of the person specification and job description. Evidence of Qualifications and Certificates relevant to the post are to be obtained at the formal interview. The outcome of the formal interview will be recorded on the Assessment Criteria Form. It is essential to ensure that enough information is recorded to explain decisions about the suitability or otherwise of each applicant. All information must be passed onto and retained by HR.
- 4.10 Applicants who meet the criteria of the advertised post will be invited back for the second stage of the recruitment process, the informal interview. This will take place within the service where a relevant vacancy exists. The informal interview provides the opportunity for the service users/learners to be involved in the selection of staff. At the end of this process, the Service Manager will complete an informal feedback form and discuss the candidate's suitability for the vacancy with the HR department.

- 4.11 Proof of identification and completion of the DBS disclosure form will be required following a successful informal interview.
- 4.12 In the event that a candidate is not suitable for a service that they have visited but may be suitable to work in another service, alternative vacancies will be explored and another service visit will take place. Where there is no suitable vacancy available, but the applicant would be suitable for future vacancies, the application will be held on file for a period of six months. This will be confirmed in writing.
- 4.13 The decision to offer a position in ESPA will be made taking into consideration the particular needs of the individual service/s and service users/learners. Where they are able, service users/learners will be asked for their opinion on potential staff members as their input is valuable.
- 4.14 All candidates will be advised of the outcome of the recruitment process by letter.
- 4.15 If no suitable candidates are identified through the recruitment process the post will be re-advertised. If after the post has been re-advertised and there is still no suitable candidate the job description and person specification will be re-visited to establish what can be done in order to attract appropriate staff. This usually only occurs in positions that are hard to recruit to.

## **5. Offer of Employment**

### **Conditional Offer of Employment**

- 5.1 Applicants who meet the essential requirements for the post and have completed the two stage interview process successfully will be given a conditional offer of employment with ESPA. The conditional offer of employment will state the job role, salary, place of work.
- 5.2 A health questionnaire will be issued with the conditional offer letter. This is to be completed by the candidate and returned to HR. If there are any health disclosures on the form the Service Manager will be required to meet with the candidate to complete a health questionnaire feedback form. This form is to be returned to HR on completion.
- 5.3 Three references will be requested (two professional and one personal) for applicants who have successfully completed the first stage of the interview process unless otherwise stated on the job advert. ESPA will always require a reference from the candidate's present and/or previous employer.
- 5.4 Once a conditional offer of appointment has been made, the HR department will then continue with pre-employment checks, all of which must be satisfactory for the application to be complete; three references, health declaration, DBS check, evidence of eligibility to work in the UK and evidence of any qualifications that are required for the job role.
- 5.6 All references must be returned and signed by the referee. HR will validate all references that are received by telephone, in accordance with CQC guidelines. Reference request forms, both professional and personal, specifically ask about the applicant's suitability for the role, particularly working with vulnerable adults.

- 5.7 No external applicant can commence in a position within ESPA until all pre-employment checks have been received and are deemed to be satisfactory. This is due to the requirement to protect vulnerable adults. Any exceptional circumstances must be discussed with the HR Manager.
- 5.8 A risk assessment may be required prior to an individual's confirmation of appointment, as part of ESPA's duty of care. This would be appropriate, for instance, if a specific health requirement has been identified throughout the recruitment process.

### **Disclosure and Barring Service**

- 5.9 Copies of identification only required for the DBS will be stored and destroyed in accordance with the guidelines of the DBS and CQC. Only a document identifying that the disclosure has been received, and if it was satisfactory, will be retained in their personnel file.
- 5.10 When applicants complete their DBS form, copies of documents that prove their eligibility to work in the UK will be retained in their personnel file.
- 5.11 It is the individual's responsibility to bring the original DBS certificate to HR to be verified and photocopied.
- 5.12 Failure to disclose any offences may result in the conditional offer being withdrawn.

### **Unconditional Offer of Employment**

- 5.13 Applicants who meet the criteria of the conditional offer letter will receive an unconditional offer of employment. This letter will advise the candidate to contact the line manager to agree a start date, unless the date has already been agreed.
- 5.14 All new starters must provide information relevant to their employment on their first day of work. This will include their bank details. Relevant forms will be sent out to new employees along with the unconditional offer of employment.
- 5.15 All new starters will receive a copy of their terms and conditions of employment within 8 weeks of their start date. Both copies must be signed and returned to HR for Chief Executive's signature. Once the Chief Executive has signed the Contract HR will return one copy to the employee.

### **Internal Appointments**

- 5.16 If staff wish to transfer internally to a position within ESPA which is at the same grade and has the same role and responsibilities they must formally write to HR requesting consideration for a transfer.
- 5.17 Any request to transfer will be considered on an individual basis by HR in full consultation with Service Managers and General Manager / Principal of ESPA College. If the transfer is agreed the person will be informed in writing.
- 5.18 The start date for a member of staff who is transferring between services will be agreed between the two service managers and the member of staff, based on their contractual notice period as well as the needs of each of the services.

- 5.19 In exceptional circumstances, staff who are transferring internally may be required to remain in their former post longer than their notice period. This will only happen when their post has not been filled and the service requires it, for instance for safe numbers requirements. If the salary for the new role is greater, the member of staff will be paid the higher rate from the time their notice period expires.

## **6. Probation Period**

- 6.1 All staff are subject to a nine month probationary period, as stated in their terms and conditions of employment.
- 6.2 All new staff will receive a training plan appropriate to their new job role.
- 6.3 All staff will be required to satisfactorily complete the Care Certificate training modules appropriate to their role.
- 6.4 All new starters will be given an in-house induction which will identify key people, facilities and emergency procedures. This will also happen for staff who have transferred to another work place.
- 6.5 Managers will provide all new starters with appropriate support and supervision to ensure that they acquire the necessary knowledge and skills to fulfil their post as defined in the job description and person specification.
- 6.6 New starters will be issued with a copy of the Employee Handbook as part of the induction process and will be asked to sign to confirm that it has been received. Any amendments to the handbook will be distributed to all staff, as appropriate.
- 6.7 At the end of the probationary period the Service Manager will conduct an appraisal and complete the Probationary Report Form identifying if they are suitable for permanent employment.
- 6.8 A probation period may be extended for another three months if there has been significant reason why the individual's suitability for the position has not had the full opportunity to be assessed.
- 6.9 When the probation period is to be extended, the member of staff must be made aware of the reason for the extension and offered support and assistance to be able to achieve agreed targets. It must be made clear that if the member of staff still fails to meet the agreed targets either throughout the extension or at the end of it, that their employment may be terminated.
- 6.10 If there are any significant issues during the probationary period the individual's contract may be terminated at any point.

## **7. Appeals Process**

Applicants who would like to appeal against a decision made in the recruitment procedure must do this within seven days of a decision being made. The appeal must be in writing, in accordance with the appeals procedure. A response will be given at the earliest convenience.



**8. External Agency Staff**

- 8.1 ESPA would not usually have an agency member of staff covering a vacant post, but they are used in exceptional circumstances, after authorisation by the HR Manager.
- 8.2 Any agency member of staff must have a recent DBS clearance in order to work in any service.
- 8.3 Staff who are working through an agency who then choose to apply for a post within ESPA will be subject to the same recruitment process as any other external candidate.
- 8.4 For reasons of continuity and consistency of support by familiar and established support staff, and due to the cost implications of appointing someone from an agency, appointments will only be made to posts where there have been no suitable candidates identified through the normal recruitment processes.

**9. Monitoring and Evaluation**

- 9.1 Human Resources will monitor all applications on the basis of Race, Disability, Gender Reassignment, Age, Sexual Orientation, Sex, Marriage and Civil Partnership, Pregnancy and Maternity and Religion or Belief specifically, in accordance with ESPA's Equality Schemes. Applications will be monitored for the following stages; applications, shortlisted candidates and successful candidates.

Signed \_\_\_\_\_ ..  
Date \_\_\_\_\_ ..  
Review date \_\_\_\_\_ .

## Appendix 1

### ESPA Guaranteed Interview Scheme

ESPA welcomes applications from people with disabilities and is committed to actively promoting equality of opportunity for disabled people in accordance with The Equality Act 2010. As part of this commitment, ESPA will guarantee an interview to any applicant who meets the minimum essential requirements for the position that they are applying for.

ESPA has gained the ~~Positive~~ Positive About Disabled People ~~two~~ two ticks+ symbol in recognition of our commitment to encourage applications from people with disabilities, and contribute to overcoming the barriers faced by some people with disabilities when applying for employment.

#### Eligibility

To be eligible for the Guaranteed Interview Scheme you must consider yourself to have a disability as defined by the Disability Discrimination Act. It is not a requirement to be registered as a disabled person to apply for the scheme.

The Disability Discrimination Act (DDA), now incorporated in the Equality Act 2010, defines a disabled person as someone who has a long term physical or mental impairment that has a substantial adverse effect on their ability to carry out normal day-to-day activities.

Long term means that the condition has lasted, or is likely to last for a period of 12 months or longer. Some conditions are specifically excluded, such as addictions or hayfever, if it does not aggravate an existing condition. People with HIV, cancer and multiple sclerosis are covered by the Equality Act effectively from the point of diagnosis.

## Process

Complete the declaration below and return it alongside your completed application form. Your application will then be considered on its merits. If you meet the essential criteria for the post, it will be guaranteed that you will be interviewed for the position that you have applied for.

### Declaration

I consider myself to have a disability, in accordance with the definition of the Equality Act 2010. I would like my application to be considered for the guaranteed interview scheme.

Position Applied for: \_\_\_\_\_

Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please indicate any requirements that you may have relating to your disability to enable you to attend an interview.

## Appendix 2

### SELECTION INTERVIEW:

Date of interviews:

Interview Panel:

Candidates Name:

### INTRODUCTION TO INTERVIEW PROCESS

Go through application form:      confirming details/info/fill gaps/check references

#### QUESTION 1

#### QUESTION 2

#### QUESTION 3

QUESTION 4

QUESTION 5

QUESTION 6

QUESTION 7

Information about the position/conditions of service: salary £

- a. Shifts/weekends/sleepins/Night shifts
- b. Holidays 8wks, Pension . Automatic Enrolment, PHI . after 1yr service

Any questions?

Explanation of the Police Checking/vetting process.  
DBS  
Timescale and process from now to the appointment.  
Informal interview format and purpose.

Assessment Criteria	Score
<b>Outstanding</b> Far exceeds the requirements of the role and displays innovative solutions to the role requirements evidenced via answers to questions and application form.	5
<b>Excellent</b> Exceeds the requirements of the role evidenced via answers to questions and via evidence in application form.	4
<b>Good</b> Meets the requirements of the role and shows via answers to questions and application form that they have competence.	3
<b>Average</b> Meets most of the requirements of the role evidenced by answers to question and evidence in application form but may need support or further development in some areas.	2
<b>Poor</b> Answers questions but with significant flaws in the responses and within the evidence in the application form.	1

Question	Notes/comments	Score	Moderated score
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			

## Appendix 3

### **ESPA health questionnaire (to be completed by job applicant)**

*Please read the following before completing this questionnaire.*

This form will be used by the Manager, the HR Department, the Health and Safety Adviser and if necessary, Occupational Health, to assess your capability for employment (including safety aspects), to identify any disabilities that may affect safety or work performance, and if necessary, to identify any reasonable adjustments that may be necessary. Anyone who has experienced mental health issues will not be discriminated against and disclosure of a mental health problem will enable both employee and employer to assess and provide the right level of support or adjustment. The information will be treated in strict confidence and in accordance with the Data Protection Act 1998.

If medical reports are required from your GP or specialist this will only be obtained with your written consent.

In signing the declaration at the end of this questionnaire you are confirming that all information provided is true to the best of your knowledge. You also accept that in the event of being employed, and it is subsequently shown that relevant medical information has not been disclosed by you, or is deliberately misleading or false; you may be subject to ESPA's disciplinary process.

Please complete all questions. Failure to complete all sections fully may result in a delay in the confirmation of your employment.

#### **1. Personal details:**

Post offered: \_\_\_\_\_ Department: \_\_\_\_\_

Surname: \_\_\_\_\_ Forename: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex: Male/Female \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone (Home): \_\_\_\_\_ (Work/Mobile) \_\_\_\_\_

Name and address of GP: \_\_\_\_\_

\_\_\_\_\_

Name and address of Specialist (If applicable): \_\_\_\_\_

\_\_\_\_\_

#### **2. Occupational history:**



Has your employment ever been terminated on the grounds of ill-health/ medical grounds? (If yes please comment in the box provided on the final page) **YES NO**

Do you have any health/medical problems or physical limitations which might affect your ability to undertake this job? When answering this question please give careful consideration to the role that you have applied for. If your role will be to provide support to people with an Autistic Spectrum Condition you must consider the following:

- You may regularly provide support to vulnerable individuals within the community while working alone. Do you have a health condition that could place dependant individuals at risk?
- Regular community access can include lots of walking and more physically challenging leisure activities (Please see APPENDIX 1 for some examples of the kind of physical activities that you may be required to provide support with).
- You will encounter emotionally and physically challenging behaviour in the course of your work.

(If yes please comment in the box provided on the final page) **YES NO**

Approximately how many days/weeks/sickness absence did you have in the last two years? Please give reasons: \_\_\_\_\_

### **3. Medical history:**

What is your height? \_\_\_\_\_

What is your weight? \_\_\_\_\_

What is your average weekly consumption of alcohol (in units)? \_\_\_\_\_

Are you currently taking any prescribed medication? (If yes please comment in the box provided on the final page) **YES NO**

Are you currently under the care of a doctor, consultant or other medical professional? (If yes please comment in the box provided on the final page) **YES NO**

Have you been advised against carrying out any particular type of work on health/medical grounds? (If yes please comment in the box provided on the final page) **YES NO**

Have you had to give up a job for health/medical reasons? (If yes please comment in the box provided on the final page) **YES NO**

Have you had an illness or accident in the past, which caused you to be in hospital? (If yes please comment in the box provided on the final page) **YES NO**

Have you been immunised against Hepatitis B? **YES NO**

### **Do you now, or have you ever suffered from:**

Eye disease or visual problems including impaired colour vision? **YES NO**

Disabling headaches or migraine? **YES NO**

Heart Disease, high/low blood pressure or strokes? **YES NO**

Any medical condition which could incapacitate you at work e.g. epilepsy, severe migraine, severe asthma, vertigo, blackouts?	<b>YES</b>	<b>NO</b>
Any nervous system disorder (such as Multiple Sclerosis or Parkinson's disease)?	<b>YES</b>	<b>NO</b>
Any form of brain tumour, brain or head surgery?	<b>YES</b>	<b>NO</b>
Any serious head injury with or without skull fracture?	<b>YES</b>	<b>NO</b>
Sleep apnoea, or narcolepsy?	<b>YES</b>	<b>NO</b>
Diabetes?	<b>YES</b>	<b>NO</b>
Any skin problems (e.g. eczema, dermatitis) or recurrent infections?	<b>YES</b>	<b>NO</b>
Any problems with lifting, pushing/pulling, carrying, bending down, crouching or kneeling?	<b>YES</b>	<b>NO</b>
Any problems raising arms above shoulder height?	<b>YES</b>	<b>NO</b>
Any problems with back ache, neck ache or pains in other joints?	<b>YES</b>	<b>NO</b>
Any problems with hips, knees shoulders or elbows?	<b>YES</b>	<b>NO</b>
Any bone fracture, joint dislocation, or any surgery to muscles, joints or spine? Includes any artificial joints or metal plates.	<b>YES</b>	<b>NO</b>
Any stomach/bowel trouble e.g. Irritable Bowel Syndrome?	<b>YES</b>	<b>NO</b>
Any food intolerance/allergen?	<b>YES</b>	<b>NO</b>
Treatment or support from a psychiatrist, psychologist or counsellor?	<b>YES</b>	<b>NO</b>
Treatment for anxiety, depression, stress, schizophrenia, or any other mental health disorder?	<b>YES</b>	<b>NO</b>
Have you ever had any alcohol or drug problems?	<b>YES</b>	<b>NO</b>
Any form of work related injury or illness?	<b>YES</b>	<b>NO</b>
Any health problems related to shift working?	<b>YES</b>	<b>NO</b>
Any other medical condition, which in your opinion could be aggravated by shift working?	<b>YES</b>	<b>NO</b>
Dyslexia or reading or writing difficulties?	<b>YES</b>	<b>NO</b>
Do you have any other ongoing physical or mental impairment not already disclosed above which may affect your employment with ESPA?	<b>YES</b>	<b>NO</b>
Do you normally enjoy good health?	<b>YES</b>	<b>NO</b>
Is there anything else in your medical history or circumstances which might affect your employment?	<b>YES</b>	<b>NO</b>

If you have answered **yes** to any of the above questions, please give further details and approximate dates where relevant. This is particularly important where you have a qualifying

disability under the Equality Act 2010, as it will enable us to identify what, if any %reasonable adjustments+can be made. If necessary please continue on a separate sheet of paper.

**DECLARATION BY APPLICANT**

I certify that to the best of my knowledge and belief the above answers are true and complete. I understand that medical information gained from this questionnaire will remain confidential, but will be used by ESPA Ltd to assess my fitness to undertake the duties of the employment for which I have applied and I consent to this use being made of the information. I understand that now and, if employed by ESPA Ltd, in the future, I have a duty to report any health condition or medication which could affect safety, concentration or performance at work. I understand that if, at a later date, it is discovered that I have knowingly withheld medical information, disciplinary action may be taken against me, which may include dismissal. If I have not yet started employment, my job offer may be withdrawn.

**Signature (Applicant):**

**Date:**

***The address for returning the Health Questionnaire is:***

**HR DEPARTMENT  
ESPA Ltd  
2a Hylton Park  
Hylton Park Road  
Sunderland  
Tyne & Wear  
SR5 3HD**

**Example activities that Residential, College or Domiciliary support staff may engage in.**

- Walking . on occasion long distances and at a fairly brisk pace in all weather (some people we support may enjoy walking for miles and keep up the same pace the entire time)
- Swimming
- Gardening . general gardening; some units have allotments and within the College there are two horticultural training areas
- Trampolining . support staff rarely go on the trampolines but may be required as spotters
- Dancing . many of the units attend community discos or dance exercise sessions each week. Getting up with the people we support to dance is an important activity
- Football . usually as a leisure activity, not in an organised way
- Bowling . this is a regular leisure activity although staff are not always required to engage.
- Travelling . a lot of the people we support use public transport, buses, trains etc. This can involve standing for long periods.
- Duke of Edinburgh . operates within the College and can involve physically challenging activities
- Cycling . less common than other activities but takes place in some sites
- People handling . some of the people that ESPA support may have mobility difficulties and require physical support during transfers

**Appendix 4**

**HEALTH QUESTIONNAIRE FEEDBACK FORM**

*This form should be completed by the manager after receiving the applicant's health questionnaire. If any health issues are disclosed that may impact on a person's ability to safely fulfil the requirements of the role, these should be discussed with the applicant. The form must be returned to the HR Department at the earliest convenience as no external applicant can commence in a position within ESPA until all pre-employment checks have been received and are deemed to be satisfactory.*

Candidate's Name:		Service:	
Position Applied for:			

Has the applicant disclosed any health issues? YES

NO

*(If No, sign the form and return to HR. If Yes, please answer the remaining questions).*

Have any disclosed health issues been discussed with the applicant:	YES
<input type="checkbox"/> NO <input type="checkbox"/>	
If Yes, please comment:	
Will any health issues affect the applicant's ability to fulfil any part of their role?	YES
<input type="checkbox"/> NO <input type="checkbox"/>	
If Yes, please comment:	
Could reasonable adjustments be made?	YES
<input type="checkbox"/> NO <input type="checkbox"/>	
Please comment:	
Is it necessary to seek further advice?	YES
<input type="checkbox"/> NO <input type="checkbox"/>	
If Yes, please comment:	

Signature of Employee:			
NAME /		DATE:	

POSITION:			
Signature of Service Manager (if different):			
NAME:		DATE:	