

So He Cares

**Registration/Recruitment Procedures for Workers**

Our Registration procedure is straightforward information is gathered to ensure that we respond to the current legislation regarding employment and that you undergo the necessary checks for the system.

**Stage 1: List of Requirements**

* Qualifications relevant to training and areas of expertise
* Certificate of training relevant to their area of expertise
* Personal Identity & Evidence of Right to Work in the UK
* Valid Passport or Birth Certificate & Driving license for British Citizens
* For Non-European Citizen you must be able to present evidence of entitlement to work as described by UK Borders & Immigration Agency
* 2 Passport sized photographs
* Details of 2 professional referees of management level, both MUST be from your most recent places of work
* Proof of address i.e. bank statement, utility bill etc (must be no more than 3 months old)
* Proof of NI Number
* You will also be required to complete DBS with SO HE CARES CIC which is subsequently renewed on an annual basis.

PLEASE REFER TO APPLICATION FORM

**Mandatory Training Certificates**

The training below is required **BASED ON POSITION** applied for and renewed on an annual basis. SO, HE CARES provides CPD training to our staff as part of their induction program.

* Health & Safety
* Safeguarding of Children and young people
* Autism Awareness
* Paediatric First Aid

**Stage 2: Assessment & Interview Application Form**

* + Candidates will need to complete a SO HE CARES Application Form
	+ Candidates must complete a skills assessment appropriate to their qualification and area of work.
	+ Candidates will also be required to attend a face-to-face interview with our designated Senior Recruitment Officer.

Once you have satisfactorily completed the registration process you will be invited to attend our Induction Program.

**Stage 3: Induction Program**

SO HE CARES induction program is designed in line with maintaining our quality assurance to our clients.

SO HE CARES Introductory Induction program is both information and training based. Information is provided on

* + Our policies and procedures
	+ Our Rules & Regulations
	+ Our Payment options Registration Procedures

To ensure we continue to maintain a high calibre of agency staff all prospective applicants undergo a thorough and informative recruitment procedure.

Our Registration procedure is designed to be straightforward and extracts information from candidates to ensure that we are in a position to place you in the appropriate environment relevant to your skills and experience.

As part of our continuous monitoring system, we encourage regularly reviews in order to keep up-to-date with your professional development and ensure we continue to provide you with the best service we can.

**Performance Reviews/ Appraisals**

In line with your professional development periodic appraisals will take place between SO HE CARES STAFF members and SO HE CARES Recruitment.