



Recruitment and Selection Policy



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1. Scope of Policy

This policy and procedure applies to all staff appointments within A B Medical Services (UK) Limited including subcontractors. The successful recruitment and selection of quality staff is a key objective of A B Medical Services (UK) Limited to support the delivery of care. The aim is to recruit high calibre staff possessing the skills and values consistent with the objectives and values of A B Medical Services (UK) Limited. This requires A B Medical Services (UK) Limited to ensure that best practice recruitment and selection principles are adhered to and to ensure that any discriminatory barriers to employment and advancement are removed.

A B Medical Services (UK) Limited values and respects the diversity of its employees, and aims to recruit a workforce, which represents the communities that it serves. A B Medical Services (UK) Limited welcomes applications from all sections of the community, and ensures that all applicants are treated fairly at every stage of the recruitment process. A B Medical Services (UK) Limited has a legal responsibility to ensure that no unlawful discrimination occurs and this policy explains how A B Medical Services (UK) Limited ensures that all job applicants are not discriminated against on the grounds of their race or ethnicity, gender, gender reassignment, disability, age, religion and belief, sexual



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orientation, marriage and civil partnership, and pregnancy and maternity, as outlined within the Equality Act (2010).

A B Medical Services (UK) Limited believes that the selection for a particular position is based on relevant qualification, experience, aptitudes and appropriate assessment of an individual's potential for future development. The process is designed to ensure that objective measurable criteria are applied to the selection of candidates.

2. Applications

For all vacancies advertised by A B Medical Services (UK) Limited applications should be completed and submitted online or by post.

Where an employee is subsequently discovered to have been dishonest on their application form about a matter which was material in the decision to offer them employment e.g. qualification levels, previous convictions, then A B Medical Services (UK) Limited will view this as a Breach of Service and disciplinary action may be taken which may result in dismissal.

3. Shortlisting

The basis for short-listing applicants for interview must relate clearly to the person specification of the role. All applicants who meet the essential criteria on the



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personal specification should be considered for interview. It may however, be necessary to limit the amount of short listed candidates due to a high number of applications for a particular post and further shortlisting can take place based on the desirable criteria of the person specification.

Successfully short listed candidates will be notified by the Operations Department and will be provided with information regarding assessment and interview details.

4. Selection Process

The aim of the selection process is to appoint the candidate who, in the opinion of the selection panel, is the candidate most able to perform the duties laid down in the job description by reference to the person specification. Selection for posts will be based solely on objective criteria laid down in the person specification and KSF outline if applicable for the post.

5. Selection Assessments

Following shortlisting, the next stage of the selection process may include some form of assessment, other than interview or presentation. Where possible competency based interviews should be used.

For Operational posts (including Ambulance Care Assistants, Urgent Care Assistants, Technicians and Paramedics) assessments can include the following:



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- Written tests
- Ability tests / practical
- Driving tests

Where applicable, candidates will be entitled to receive feedback from the assessment process.

6. Interview

Interview is normally the final stage of the selection procedure. The appointing manager will normally chair the interview panel. Candidates will be asked to bring identification documents with them to interview. All candidates must be asked the same questions during their interviews. This will ensure an objective method of measuring capability and will produce an unbiased outcome.

All candidates must be asked prior to interview to inform A B Medical Services (UK) Limited if they have a disability or other condition which requires any reasonable adjustments to be made to the recruitment process, such as wheelchair access, enlarged paper tests to be provided instead of online tests, additional time to be allowed when completing psychometric tests, etc.

All candidates will be reminded at interview that their employment is subject to a 12 month probationary period and in addition to this, for relevant posts to which



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this applies, continuation of employment is subject to the successful completion of the appropriate training course.

Interview paperwork will be completed by the appointing manager for each candidate providing a record to show how the individual compared to the person specification and any other relevant information. The appointing manager is responsible for providing feedback to candidates. Interviewers should remember that candidates may request sight of interview notes made by the panel in line with the Freedom of Information Act (2000).

Interview and other subsequent recruitment and selection expenses will not normally be paid.

7. Offers of Employment

The initial offer of posts to all successful candidates will be conditional and subject to the successful completion of all pre-employment checks. All unconditional offers of employment are made once pre employment checks have been successfully completed.

Once a final decision is made following a recruitment process, all applicants will be informed in writing of the outcome within 5 working days. Verbal feedback will be offered to internal and external unsuccessful candidates, when requested.



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A contract of employment will be sent within 2 months of commencement to post. Where a successful applicant has a disability or other condition, which requires reasonable adjustments to be made to the post to enable them to carry out the role safely and effectively, they must be considered. Failure to do so may constitute disability discrimination as defined within the Equality Act (2010).

8. Pre-employment Checks

A B Medical Services (UK) Limited will only make substantive offers of employment to those successful candidates who can provide:

- Satisfactory references, with one being from the current or most recent employer or educational institution.
- Proof of identity – this must include photographic personal ID and proof of address
- Qualifications – original certificates must be seen and photocopied by a Service employee
- Proof of the right to work in the UK
- Proof of Professional Registration
- Occupational Health Clearance
- Satisfactory Criminal Record Bureau (CRB) Disclosure

if a CRB check is appropriate for the post then the candidate will not be allowed to take up post until a satisfactory CRB Disclosure has been received. However, a criminal conviction may not necessarily debar a person from employment. In such cases a



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HR representative will be liaising with the appointing manager and consideration must be given to the following factors:

- *Nature and seriousness of the offence or other matter revealed*
- *Offence or other matter in relation to the position applied for*
- *Length of time since the offence was committed*
- *The applicant's subsequent record*
- *Whether the applicant has a pattern of offending behaviour or other relevant matters*
- *Whether the applicant's circumstances have changed since*
- *Circumstances surrounding the offence and the explanation(s)*
- *How relevant the offence is to the post applied for*

Portability of a CRB check obtained for a position in one organisation and later used for another position in another organisation may be acceptable. Whilst the DBS does not endorse the use of portability due to the risks involved, as the person's criminal record or other relevant information may have changed since the issue of the Disclosure. It recognises the need for flexibility provided that a full risk assessment has been carried out, especially for short term appointments.



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- Driving Licence checks – where the post holder requires a driving licence then the original driving licence must be seen and checked to ensure the candidate is legally entitled to drive the appropriate class of vehicle. Furthermore, any candidate who applies for a post which requires a high proportion and level of driving e.g. those requiring D1 or C1 classification must not have had any previous driving disqualifications or have been prosecuted for driving under the influence of alcohol or drugs or have more than 3 penalty points – refer to the driving policy for further details.

Recording of checks will be documented and held within the individual's personal file.

9. References

One reference is required for every candidate who has been successful during the recruitment and selection process. Where applicable this should be from the most recent line manager.

Explanations should be sought at interview in relation to any gaps in employment e.g. training, periods abroad of more than 3 months, etc. References will be requested for successful candidates only. Formal documentation contained on employee personal and electronic files, concerning employee's individual performance, attendance (this does not apply for employees to which the provisions of the Equality Act (former Disability Discrimination Act) apply, or those being medially



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redeployed) and live formal disciplinary record, which could be legitimate grounds for refusing applications, will be considered.



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