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APPLICANTS GUIDANCE

Introduction to AAI Care

We are a Portland based company founded in 2001 and it is important to us we recruit and retain staff of the highest caliber as we continue to grow. With this in mind we have provided this short guide which is designed to assist you to complete the application fully and to understand the processes we must follow before any offer of employment can be made.

Our staff are the ambassadors of the service we provide and to ensure this is to the highest standard we have in place a robust, thorough recruitment and selection system.

Please read and understand this guide before completing your application form. We hope you find it informative but if you require any assistance or have any questions, please do not hesitate to contact us.

Thank you for your interest.

Recruitment

Great importance is placed on ensuring our recruitment process is fair and accurately carried out. We hope you feel that the process, though lengthy, is fair even if you are not appointed.

Your application is very important so within your pack you will find the following:

- ❖ Application form.
- ❖ Job Description- This details your main duties and responsibilities and will help you understand the nature of the role you have applied for.
- ❖ Personal Specification- This describes the skills, experience and aptitude as well as where relevant the qualifications required for the post.
- ❖ Equal Opportunities Monitoring Form

Please take the time to look at the pack carefully to ensure you know what the job entails and the range of expertise required. If you think you meet the requirements we encourage you to apply.

The nature of social care work requires robust procedures to be in place order to create and maintain public confidence in the staff providing the service.

References

A minimum of two references are required, one of whom **must be** your current or most recent employer; ideally we would like both references to be “employer” references, however we do recognise this is not always possible.

References are often difficult to obtain for all sorts of reason so we will endeavor to keep you informed if there are difficulties in obtaining them. This is due to the current care market, employers do not want to lose staff and are reluctant to provide the necessary references which are essential for a robust recruitment process.

Disclosure and Baring Service

DBS as it has become known was set up by the government and replaces the old police check administered by the local authorities and CRB process.

The DBS check is part of AAI Care’s recruitment process and all applicants who are called for an interview will be required to provide details of any criminal record this includes Convictions, bind overs, cautions and judgments’ that exist or that are pending.

This information is only seen by those who need to see it in the process to determine the relevance or otherwise of any criminal record. It includes POVA (Protection of Vulnerable Adults) Register check which is referred to as an Enhanced Check. Where an employee comes into contact with children the DBS check will also include a check against the POCA (Protection of Children Act list)

General Social Care Council (GSCC)

This provides a code of practice for employees and employers. Please read this carefully so that you fully understand the standards expected of you should you should you be appointed.

Finally

Social Care is an ever changing sector where career opportunities and training are always available. So if you feel you would like to be part of the team in a forward thinking company and feel you have the skills or the ability to learn those skills, then please complete the application pack and return it to us at the address on the front page.

GOOD LUCK with your application and we look forward to meeting you.