

Easy Read: Sturge Weber UK Recruitment Process

References

- People giving references will say if the applicant is suitable for the job and safe to work with children.
- They must confirm the applicant has not been radicalised or involved in terrorism/extremism.
- No questions about health or medical fitness before a job offer.
- Referees will be called directly to check their reference.
- Open references, testimonials, or references from family are not accepted.

Interviews

- Interviews may be in person or online (Zoom/Teams).
- At least two trustees will interview each applicant.
- Trustees will check for gaps or concerns in the applicant's history.
- Past disciplinary actions, cautions, or convictions will be discussed during the interview if disclosed.
- At least one interviewer will have safer recruitment training.
- Applicants must bring proof of identity, address, and qualifications.
- Unsuccessful applicants' documents will be destroyed after six months.

Job Offer & Checks

If offered a job, the applicant must:

- Agree on a start date and sign a contract.
- Show proof of identity.
- Provide two references (including one from their last employer).
- Get an enhanced DBS (criminal record) check if working with children.
- Show proof they can work in the UK.
- Provide additional checks if they lived or worked outside the UK.
- Show proof of qualifications if needed.

Criminal Record Checks (DBS)

- All trustees and employees must have an enhanced DBS check.

- Volunteers' DBS checks depend on their role.
- The DBS check must be completed before starting work.
- Checks are renewed every three years or after long absences (e.g. maternity leave).
- Staff must inform trustees if they get any cautions or convictions.
- Applicants who lived outside the UK for over three months need a criminal record check from that country.

Dealing with Criminal Convictions

If an applicant's DBS check shows convictions, trustees will consider:

- How serious and relevant the offence is.
 - When it happened.
 - If it was a one-time event or a pattern.
 - Whether the applicant's situation has changed.
 - Whether the offence has been decriminalized.
 - Whether the applicant shows remorse.
- Trustees will have a formal meeting with the applicant before making a final decision.
 - If an applicant disagrees with their DBS check, they can dispute it with the DBS.

Proof of Identity & Right to Work in the UK

- All applicants must bring ID documents (passport, birth certificate, driving licence) to their interview.
- Applicants who changed their name must bring proof of the change.
- Applicants must prove they have the qualifications needed for the job.