



STAFF APPOINTMENT POLICY

The primary and paramount concern of the Hospice is the care, welfare and safety of patients, service users, staff, volunteers, and others who come into contact with our organisation.

It is the policy of the Hospice that all staff appointments are made subject to the following conditions:

1. A minimum of two written references are received that meet the standard required by the Chief Executive or Appointing Officer. (One reference must be from a current employer, or, if not in current employment, your last/most recent employer.) For students, the Headteacher, Principal or Dean of the school, college or university is appropriate. References will be requested prior to interview for all appointments. Applicants must obtain the permission of referees before using them.
2. Satisfactory completion of a pre-employment health questionnaire and subsequent follow up, if required.
3. For some posts, original evidence of qualification level, certificates, diplomas, degrees, pin numbers and Professional Membership will be verified. Originals will be photocopied and returned. Professional Associations and Colleges will be contacted.
4. Previous employers may be contacted and employment histories will be checked.
5. For some posts, evidence of publications, research or papers may be requested and verified.
6. All applicants aged 18 years or over who are offered employment (paid or voluntary) will be subject to a criminal record check at an advanced level from the Criminal Records Bureau before the appointment is confirmed.
7. In the case of 'joint appointments', eg with hospital, community or social services, other criteria may be added.
8. There is a six month probation period for all posts.
9. Any information or details provided which are found to be false may lead to Disciplinary Action or the summary dismissal from employment.

The adjudicating officer will be the Chief Executive or, with his/her authority, a nominated Senior Manager.

If you have any questions, or wish to discuss any of the above, you should contact the Human Resources Manager.

***Barnsley Hospice is striving to be an Equal Opportunities Employer.
We operate a 'No Smoking' Policy for Staff and Volunteers at all Hospice Premises and in Hospice Vehicles.***

